



WILLMAR CITY COUNCIL MEETING

TUESDAY, JANUARY 16, 2024 @ 6:30 PM

BOARD ROOM HEALTH AND HUMAN SERVICES BUILDING

2200 – 23rd STREET NE, WILLMAR MINNESOTA

ALSO AVAILABLE BY ELECTRONIC MEANS FOR REMOTE COUNCIL MEMBERS

AGENDA

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Proposed Additions or Deletions to Agenda
5. Proclamation:
6. Consent Items

Approve:

- A. City Council Minutes of January 2, 2024
- B. City Council Work Session Minutes of January 9, 2024
- C. MUC Meeting Minutes of January 8, 2024
- D. Planning Commission Draft Minutes January 3, 2024
- E. Amendment No. 1 to MnDot Contract No. 1031715
- F. Accounts Payable Report 12/28/23 thru 01/09/24

Information:

Director Reports

December Building Report

WMU Financial Reports for November 2023

7. Approve Consent Agenda Items
8. Items Removed from Consent Agenda
9. Open Forum (Individuals Limited to Three (3) Minutes)
10. Regular Business
 - A. Resolution to Acknowledge Donations for the 4th Quarter of 2023
 - B. City Hall Discussion
11. "Community Pride" Announcements
12. Adjourn

WILLMAR CITY COUNCIL PROCEEDINGS
BOARD ROOM
HEALTH AND HUMAN SERVICES BUILDING
WILLMAR, MINNESOTA

January 2, 2024
6:30 p.m.

The regular meeting of the Willmar City Council was called to order by Mayor Douglas E. Reese. Members present on a roll call were Mayor Douglas E. Reese, Council Members Justin Ask, Audrey Nelsen, Vicki Davis, Michael O'Brien, Thomas Butterfield, Julie Asmus, and Rick Fagerlie. Present 8, Absent 1. Council Member Carl Shuldes was excused from the meeting.

Also present were City Administrator Leslie Valiant, City Operations Director Kyle Box, Police Chief Jim Felt, Finance Director Tom Odens, Public Works Director Justin DeLeeuw, Planning and Development Services Director Christopher Corbett, Community Growth Director Pablo Obregon, City Clerk Judy Thompson and City Attorney Robert Scott.

There were no additions or deletions to the agenda.

Council Member Ask moved to approve the agenda, as presented. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

City Clerk Thompson reviewed the consent agenda.

Approve:

- A. City Council Minutes of December 18, 2023
- B. MUC Meeting Minutes of December 21, 2023
- C. Special City Council Minutes of December 27, 2023
- D. **Resolution No. 2024-001 Designate the Official Newspaper**
- E. **Resolution No. 2024-002 Designate Responsible Authority – Data Practices**
- F. **Resolution No. 2024-003 Appointing Official Depositories and Resolution No. 2024-004 Authorizing Electronic Fund Transfers**
- G. **Resolution No. 2024-005 Adopting the 2024 Fee Schedule**
- H. Airport Commission Reappointment
- I. Park and Recreation Board Reappointments
- J. Approve appointment to the Pioneerland Library Board
- K. Accounts Payable Report, 12/15/23 Thru 12/27/23

Information:

- L. CVB Board Minutes of November 21, 2023
- M. CCT Operations Board Minutes of November 28, 2023

Council Member Ask offered a motion to approve the consent agenda. Council Member O'Brien seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Council Member Asmus asked about the openings of various City Boards and Commissions. City Administrator Valiant said there are several openings and Administrative Assistant Abby Ahrendt is in the process of compiling the list.

There was no one present to speak during the Open Forum.

Police Chief Felt presented a request to approve the denial of a THC renewal application for Mohammed Haseeb LLC, DBA High Cake Recreational Dispensary based on repeated violations and failed compliance checks.

Following discussion, Council Member Asmus offered a motion to approve staff's request and introduced **Resolution No. 2024-006 Designate Official Newspaper**. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

City Clerk Thompson presented a request to approve a pay increase for election judges for 2024.

Council Member Asmus offered a motion to approve staff's request. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

City Administrator Valiant presented a request to hold a work session on January 8, 2024, at 6:00 p.m.

Following discussion, Council Member Ask offered a motion to approve staff's request. Council Member Nelsen seconded the motion.

Following further discussion, Council Member Ask offered a motion to approve holding a work session on January 9, 2024, at 6:00 p.m. location to be determined. Council Member Nelsen seconded the motion, which carried unanimously.

City Administrator Valiant presented a request to hold a work session on January 22, 2024, at 6:00 p.m. at the Municipal Utilities Auditorium.

Following discussion, Council Member Davis offered a motion to approve staff's request. Council Member Ask seconded the motion, which carried unanimously.

Council Member Nelsen offered the following comments: there will be a special Martin Luther King event held on January 15, 2024, at Ridgewater College Cafeteria.

City Administrator Valiant offered the following comments: urged everyone to take the broadband survey which is posted on the city's website.

Council Member Nelsen offered a motion to adjourn the meeting, with Council Member Fagerlie seconding the motion, which carried. The meeting adjourned at 6:51 p.m.

MAYOR

Attest:

SECRETARY TO THE COUNCIL

RESOLUTION NO. 2024-001

DESIGNATE OFFICIAL NEWSPAPER

Motion By: Ask

Second By: O'Brien

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, a municipal corporation of the State of Minnesota, that the "West Central Tribune" of Willmar, Minnesota, be designated as the legal newspaper for the City of Willmar and that the fees set by State Statutes for legal publications be accepted.

Dated this 2nd day of January, 2024

/s/Douglas E. Reese
MAYOR

Attest:

/s/ Judy R. Thompson
CITY CLERK

RESOLUTION NO. 2024-002

ADOPTING A RESPONSIBLE AUTHORITY FOR THE CITY OF WILLMAR

Motion By: Ask

Second By: O'Brien

WHEREAS, Minnesota Statutes, Section 13.02, Subd. 6, requires that the City of Willmar appoint one person as the Responsible Authority to administer the requirements for collection, storage, use, and dissemination of data on individuals within the City; and

WHEREAS, the City Council of the City of Willmar shares the concern expressed by the Legislature on the responsible use of all City data and wishes to satisfy this concern by immediately appointing an administratively and technically qualified Responsible Authority as required under the Statute.

BE IT RESOLVED by the City Council of the City of Willmar Minnesota, that City Administrator Leslie Valiant be appointed as the Responsible Authority for the purpose of meeting all requirements of Minnesota Statutes, Sections 13.02-13.87, as amended, and with rules as lawfully promulgated by the Commissioner of Administration as published in the State Register.

Dated this 2nd day of January, 2024

/s/ Douglas E. Reese
MAYOR

Attest:

/s/ Judy R. Thompson
CITY CLERK

RESOLUTION NO. 2024-003

APPOINTING OFFICIAL DEPOSITORIES FOR CITY FUNDS FOR 2024

Motion By: Ask

Second By: O'Brien

WHEREAS, State Statutes require that the City designate general depositories for the City monies:

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA, that Heritage Bank, N.A. be designated as the official general depository for 2023 for the City's general operating checking accounts;

BE IT FURTHER RESOLVED that the following be designated as official depositories for the City's temporary investment program for 2024.

Bremer Bank, N.A.
U.S. BanCorp United
Multi-Bank Securities
UBS

Bremer Wealth
Wells Fargo Advisors.
4-M

BE IT FURTHER RESOLVED that investment counselors may be utilized for the acquisition of commercial paper, banker's acceptances, brokered CDs, taxable munis and governmental securities;

BE IT FURTHER RESOLVED that the designation of the foregoing depositories is contingent upon receipt by the City of Willmar of evidence of sufficient collateral in the amount and kinds as required by the State Statutes.

BE IT FURTHER RESOLVED, that the Finance Director shall have authority to wire transfer funds from one official depository to another for the purpose of investing City funds.

Where upon the Resolution was declared duly passed and adopted this 2nd day of January 2024

/s/ Douglas E. Reese
Mayor

ATTEST:

/s/ Judy R. Thompson
City Clerk

RESOLUTION NO. 2024-004

RESOLUTION GIVING THE CITY AUTHORITY TO MAKE ELECTRONIC FUND TRANSFERS

Motion By: Ask Second By: O'Brien

WHEREAS, Minnesota Statute, Section 471.38 allows the use of electronic funds transfer for the following payments:

- a) for a claim for payment from an imprest payroll bank account or investment of excess money;
- b) for a payment of tax or aid anticipation certificates;
- c) for vendor payments;
- d) for payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund; and

WHEREAS, Section 471.38 requires that certain policy controls be enacted in order for a local government to utilize electronic funds transfer, including that the governing body annually delegates the authority to make electronic funds transfers to a designated business administrator or chief financial officer or the officer's designee.

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Willmar delegates the authority to make electronic funds transfers on behalf of the city to the city's Finance Director or they designee.

BE IT FURTHER RESOLVED, the Finance Director is directed to take all steps necessary for compliance with Minn. Stat. § 471.38.

Passed and adopted by the City Council on this 2nd day of January 2024.

/s/ Douglas E. Reese
Douglas Reese, Mayor

ATTEST:

/s/ Judy R. Thompson
Judy Thompson, City Clerk

RESOLUTION NO. 2024-005

**ESTABLISHES FEES FOR SERVICES, PERMITS, LICENSES,
AND RENTAL RATES FOR CITY EQUIPMENT**

Motion By: Ask Second By: O'Brien

WHEREAS, the City Council of the City of Willmar duly establishes fees for service, permits, licenses, and rental rates for City equipment.

NOW THEREFORE, BE IT RESOLVED, that the listed fees are duly adopted for the year 2024, and the same hereby ordered kept on file in the office of the City Clerk.

Passed and adopted by the City Council on this 2nd day of January 2024.

/s/ Douglas E. Reese
MAYOR

ATTEST:

/s/ Judy R. Thompson
CITY CLERK

**CITY OF WILLMAR
RESOLUTION NO. 2024-006**

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA DENYING
THC LICENSE RENEWAL APPLICATION FOR MOHAMMED HASEEB LLC, DBA HIGH CAKE
RECREATIONAL DISPENSARY, PURSUANT TO WILLMAR CITY CODE SEC. 8-306**

Motion By: Asmus Second By: Davis

WHEREAS, the City of Willmar City Council (the "City Council") adopted Ordinance 1487, subsequently amended by Ordinance 1506 and codified as Article IX of Chapter 8 of the Willmar City Code, on September 19, 2022; and

WHEREAS, Article IX of Chapter 8 requires any person selling hemp-derived THC Products permitted to be sold pursuant to Minn. Stat. § 151.72 to apply for and receive a license from the City of Willmar (the “City”) by submitting the completed application to the City Clerk; and

WHEREAS, on December 7, 2023, the City Clerk received a license application submitted by Mohammed Hassab, owner of Mohammed Haseeb LLC, which operates a business under the name of High Cake Recreational Dispensary (HCRD), for renewal of its THC license expiring on December 31, 2023; and

WHEREAS, on December 18, 2023, the City Council adopted City of Willmar Resolution No. 2023-200, imposing an administrative civil penalty on HCRD for violations of Article IX of Chapter 8 of the City Code; and

WHEREAS, pursuant to the findings in Resolution No. 2023-200, the Willmar Police Department determined during six compliance checks, including one conducted in conjunction with a Minnesota Department of Health Investigator, that HCRD was selling leaf/bud marijuana and other products which do not comply with Minn. Stat. § 151.72, in contravention of Article IX of Chapter 8 of the City Code, and which are prohibited from sale by State law and Willmar Ordinance No. 1510; and

WHEREAS, the THC license for Mohammed Hassab was suspended for three days, from December 27, 2023, until December 29, 2023; and

WHEREAS, the license application submitted by Mohammed Hassab for Mohammed Haseeb LLC to operate HCRD stated that the business had no employees; and

WHEREAS, during the aforementioned compliance checks conducted by the Willmar Police Department in October and November 2023, employees were observed to be working at HCRD; and

WHEREAS, pursuant to City Code Sec. 8-306, grounds for denying the issuance or renewal of a license under Article IX of Chapter 8 of the City Code include, but are not limited to, the following:

- (3) The applicant has been convicted within the past five years for any violation of or has otherwise been adjudicated to have violated a federal, state, or local law, other ordinance, provision, or other regulation relating to the licensed products, but not including possession or sale of licensed products.
- (4) The applicant has been convicted of a violation or otherwise adjudicated to have violated this article within the past five years.
- (5) The applicant has had a license to sell licensed products suspended or revoked during the 12 months preceding the date of application, or the applicant has or had an interest in another premises authorized to sell licensed products, whether in the city or in another jurisdiction, that has had a license to sell licensed products suspended or revoked during the same time period, provided the applicant had an interest in the premises at the time of the revocation or suspension, or at the time of the violation that led to the revocation or suspension.
- (8) The applicant fails to provide any information required on the application, or provides false or misleading information. Any false statement on an application, or any willful omission of any information called for on such application form, shall cause an automatic refusal of license, or if already issued, shall render any license issued pursuant thereto void and of no effect to protect the applicant from prosecution for violation of this chapter, or any part thereof; and

WHEREAS, the City Council has previously found that Mohammed Hassab, owner of Mohammed Haseeb LLC, dba HCRD, violated Article IX of Chapter 8 of the City Code; and

WHEREAS, the City Council has previously suspended the license to sell licensed products (THC license) held by Mohammed Hassab, owner of Mohammed Haseeb LLC, dba HCRD; and

WHEREAS, Mohammed Hassab, owner of Mohammed Haseeb LLC, dba HCRD, has provided false or misleading information to the City Clerk on the application for a THC license; and

WHEREAS, the nature of Mohammed Haseeb LLC, dba HCRD's repeated violations documented in Resolution No. 2023-200, in which the licensee demonstrated a deliberate disregard for the legal requirements applicable to the sale of licensed products even after being notified of the same on multiple occasions by the City's police department, are indicative of the licensee's lack of commitment to complying with legal requirements in Article IX of Chapter 8 of the City Code and in Minn. Stat. § 151.72.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, as follows:

FINDINGS, CONCLUSIONS, AND DENIAL OF LICENSE

1. That the City Council of Willmar hereby adopts, as factual findings, all of the above recitals, and incorporates the findings contained in Resolution No. 2023-200 by reference as though fully set forth herein.
2. The City Council of Willmar hereby denies the THC license renewal application submitted by Mohammed Hassab for the business of Mohammed Haseeb LLC, which conducts business in the City of Willmar under the name High Cake Recreational Dispensary.
3. This license denial does not prohibit further civil or criminal action pursuant to state law and all applicable sections of the City Code.

PASSED by the City Council of the City of Willmar on this 2nd day of January, 2024.

ATTEST

/s/ Judy R. Thompson
City Clerk

/s/ Douglas E. Reese
Mayor

WILLMAR CITY COUNCIL WORK SESSION
MUNICIPAL UTILITIES AUDITORIUM
WILLMAR, MINNESOTA

January 9, 2024
6:00 PM

The Work Session meeting of the Willmar City Council was called to order by Mayor Douglas E. Reese. Members present on a roll call were Mayor Douglas E. Reese, Council Members Justin Ask, Audrey Nelsen, Vicki Davis, Carl Shuldes, Michael O'Brien, Thomas Butterfield, Julie Asmus attended remotely, and Rick Fagerlie. Present 9, Absent 0.

Also present were City Administrator Leslie Valiant, Finance Director Tom Odens, Public Works Director, Justin DeLeeuw, and Planning and Development Services Director Christopher Corbett.

There were no additions or deletions to the agenda.

Mayor Reese opened the meeting by emphasizing the focus tonight should be on determining the location of City Hall rather than delving into the discussion about the Community Center, given the ongoing efforts of the Community Center's task force. After thorough discussion, the Council decided to wait on any decision until the Community Center task force submits their findings.

The meeting adjourned at 7:17 p.m. upon motion by Council Member Nelsen, seconded by Council Member Butterfield.

MAYOR

Attest:

CITY ADMINISTRATOR



WILLMAR MUNICIPAL UTILITIES COMMISSION

Meeting Minutes – January 8, 2024

11:45 am – WMU Auditorium

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Monday, January 8, 2024, at 11:45 a.m. in the WMU Auditorium with the following Commissioners present: Bruce DeBlieck, Shawn Mueske, Dave Baumgart, John Kennedy, Carol Laumer, Patricia Elizondo, and Terrill Sieck.

Others present at the meeting were: General Manager John Harren, Director of Administration Janell Johnson, Finance & Office Services Supervisor Andrea Prekker, Facilities & Maintenance Supervisor Kevin Marti, IS Coordinator Mike Sangren, Executive Secretary Beth Mattheisen, City Attorney Robert Scott, City Councilman Michael O'Brien, and WC Tribune Journalist Jennifer Kotila.

The meeting opened with reciting of the Pledge of Allegiance followed by the election of MUC officers for 2024. It was noted that Commissioners Baumgart and Kennedy had been reappointed for three-year terms by Mayor Reese at the December 18th City Council Meeting. 2023 Commission President DeBlieck opened the election process by offering a motion to nominate Commissioner Mueske to serve as President. Commissioner Kennedy seconded the motion which carried by a vote of seven ayes and zero nays. 2024 Commission President Mueske asked for nominations for the position of Vice President. Commissioner Laumer offered a motion to nominate Commissioner Kennedy to serve as Vice President. Commissioner Baumgart seconded the motion which carried by a vote of seven ayes and zero nays. For the position of Secretary, Commissioner Kennedy offered a motion to nominate Commissioner Baumgart to serve as Secretary. Commissioner DeBlieck seconded the motion which carried by a vote of seven ayes and zero nays. For the position of Treasurer, Commissioner Laumer offered a motion to nominate Commissioner Sieck to serve as Treasurer. Commissioner Baumgart seconded the motion which carried by a vote of seven ayes and zero nays.

Commission President Mueske continued by asking if any changes were requested to the agenda. There being none, a resolution to approve the Consent Agenda was in order. Commissioner Baumgart offered a resolution to approve the Consent Agenda as presented. Commissioner DeBlieck seconded.

RESOLUTION NO. 1

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the consent agenda be approved as presented which includes:

- ❖ Minutes from the December 21, 2023, Commission meeting; and,
- ❖ Bills represented by vouchers No. 20240001 to No. 20240047 and associated wire transfers inclusive in the amount of \$1,594,253.60.

Dated this 8th day of January 2024.

President

Attest:

Secretary

The foregoing resolution was adopted by a vote of seven ayes and zero nays.

The next order of business was to make the annual appointments to the WMU Labor and Planning Committees. Following input by the Commission, President Mueske requested consideration by Commissioners Baumgart, Kennedy, and Sieck to serve on the Planning Committee, and Commissioners Laumer, DeBlieck, and Elizondo to serve on the Labor Committee. (Commissioner Mueske will serve as Interim for both committees as needed.) Following discussion, Commissioner Mueske offered a motion to appoint Commissioners Baumgart, Kennedy, and Sieck to serve on the 2024 WMU Planning Committee, and Commissioners Laumer, DeBlieck and Elizondo to serve on the

2024 WMU Labor Committee. Commissioner DeBlieck seconded the motion which carried by a vote of seven ayes and zero nays.

In conjunction with annual business matters. Finance & Office Services Supervisor Prekker requested the Commission to designate WMU's official depositories for 2024 (i.e. daily financial transactions and checking/savings account). Following discussion, Commissioner Laumer offered a motion to approve US Bank, 4M Fund/PMA Financial Network, Heritage Bank, Bremer Wealth, DWS, RBC Wealth Management, and Sage Wealth Advisory as official depositories for the Willmar Municipal Utilities for 2024. Commissioner Baumgart seconded the motion which carried by a vote of seven ayes and zero nays.

Finance & Office Services Supervisor Prekker reviewed with the Commission the November 2023 Financial Reports along with a recap of the November 30, 2023 Investment Portfolio, and November 2023 Cost of Power Report. The data presented included analyses of the Electric, Water, and Combined Divisions. Information contained in the reports reflects operating revenues & expenses, operating income, and retained earnings. Graphs depicting the 2022/2023 monthly year-to-date revenues, expenses, and retained earnings were also included with the financial data.

Commissioner Mueske (PC Chair) reviewed with the Commission minutes from the January 5th WMU Planning Committee meeting (see attached). Following review and discussion, Commissioner Mueske offered a motion to approve the minutes as presented. Commissioner DeBlieck seconded the motion which carried by a vote of seven ayes and zero nays.

Relating to the Planning Committee meeting, additional items were presented for approval consideration. The first item presented was a recommendation to approve the Water System Hydraulic Analysis performed by Bolton & Menk, Inc. (July 14, 2023). The proposed water distribution improvements presented would improve Willmar's overall system efficiency by eliminating overflows at the NE Water Treatment Plant and increasing operational capacity as needed during the summer months. Two specific routes have been identified to achieve the needed results. Following review and discussion, Commissioner Laumer offered a motion to accept the Water System Hydraulic Analysis as presented and direct staff to work with the City to identify the most efficient and cost-effective route for improving flow in the water distribution system and to add the project to WMU's Capital Improvement Plan (CIP). Commissioner Kennedy seconded the motion which carried by a vote of seven ayes and zero nays.

The next item recommended for approval was funding of the NE Water Treatment Plant project. Following review of updated 2024 Financial Cash Flow Statements and future projections, Staff was recommending to self-fund the NE Water Treatment Plant project using WMU's cash reserves. Following discussion, Commissioner Laumer offered a resolution to self-fund the NE Water Treatment Plant with no bonding for 2024 from WMU's cash reserves. Commissioner Baumgart seconded.

RESOLUTION NO. 2

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the NE Water Treatment Plant be self-funded through WMU cash reserves with no bonding of the project for 2024."

Dated this 8th day of January 2024.

President

Attest:

Secretary

The foregoing resolution was adopted by a vote of seven ayes and zero nays.

Relating to the revised Financial Cash Flow Statements for 2024, it was recommended by the Planning Committee that the Commission consider self-funding of additional transmission investment of CMPAS/CMPMA's CapX 2020 Brookings Line. Originally, a total of 15 municipalities (including WMU) invested in the Brookings segment of this transmission line. The line was constructed for a double-circuit with only one circuit installed at a time. There is now

a need to construct the second circuit. Willmar's cost portion for the project is estimated at \$551,000. Following review and discussion, Commissioner Laumer offered a resolution to support WMU's preference to self-fund the second circuit installation project of the CapX 2020 Transmission Line. Commissioner Baumgart seconded.

RESOLUTION NO. 3

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that it is the preference of the Commission to self-fund Willmar's portion of the second circuit installation of the CapX 2020 Brookings Transmission Line for the estimated amount of \$551,000."

Dated this 8th day of January 2024.

President

Attest:

Secretary

The foregoing resolution was adopted by a vote of seven ayes and zero nays.

Commissioner Mueske presented a brief overview of the proposed amendments to the Operations Policies. The revisions were minimal with two policies remaining unchanged (Investment and Purchasing Policies). Those policies with proposed revisions were Information Technology Disaster Plan (updating support contact data), Operations Policy Manual (material updates, update to accommodate Tyler Software, and operational updates), and 2024 Schedule of Charges (labor charges reflecting COLA, bulk water service, water service connection fees, and deletion of rental fees of previously owned WMU property). Following review, Commissioner DeBlieck offered a resolution to approve the 2024 WMU Operations Policies incorporating the proposed revisions as presented. Commissioner Sieck seconded.

RESOLUTION NO. 4

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the proposed amendments to the 2024 WMU Operations Policies be approved incorporating the revisions as presented."

Dated this 8th day of January 2024.

President

Attest:

Secretary

The foregoing resolution was adopted by a vote of seven ayes and zero nays.

Facilities & Maintenance Supervisor Marti presented the Commission with the December 2023 Wind Turbine Report. Turbine availabilities for the month of December were at 98.6% (Unit #3) and 96.9% (Unit #4) with a total monthly production of 668,547 kwh (highest monthly production for the year). The total production for 2023 was 3,480,203 kwh. The annual costs year-to-date associated with operating the units is 5.26¢/kwh. Since the inception of the units in 2009, the cumulative operational cost has been calculated at 14.72¢/kwh.

Facilities & Maintenance Supervisor Marti presented to the Commission the annual recap of the Facilities & Maintenance Department. This 2023 summary included updates of both current and completed projects and additional items of interest as follows:

- 1) Power Plant:
 - a. Braun Intertec was the project engineer for abatement and demolition of the plant and site work
 - b. Abatement work began in October of 2022 and completed in February of 2023
 - c. Rachel Contracting started demo work in March with demo, restoration, and final site work was completed in October of 2023.
 - d. Total project budget: \$4,400,000.00 including contingencies
 - e. As of 12/31/2023 total costs accrued are \$4,381,963.33
- 2) Power Plant Project totals:
 - a. Materials removed from the site were separated and recycled/disposed of at (5) separate facilities
 - b. 162 truckloads totaling 5,489,312 pounds, or 2,744.66 tons
 - c. Recycled materials credit totaled \$520,000.00 (\$0.095/lb. average)
 - d. Total of 3,640.45 tons contaminated soil, 598.86 tons slag, and 6,892 cubic yards of geotechnically unsuitable soil were disposed of
 - e. The site was excavated on average to (4) feet below the basement slab, the deepest excavation was (18) feet below grade
 - f. A total of 21,376 cubic yards soil was imported and placed to fill the excavation (roughly 3x estimated)
- 3) Wind Generation:
 - a. July 2009-December 2023 cost of power:
 - i. Total costs/Total KWh produced- \$0.1472/KWh (2022 was \$.1508)
 - b. 2023 cost of power:
 - i. Total costs/Total KWh produced- \$0.0526/KWh (2022 was \$0.0182)
 - c. 2023 production is 3,480,203 KWh, making 2023 the lowest production year since 2009. Record is 8,345,335 set in 2015.
- 4) Diesel Generation:
 - a. Ziegler completed annual maintenance to the (6) units in March
 - b. Ziegler on site to replace batteries, filters, louver motor and heaters found during annual service
 - c. WMU staff completes monthly maintenance checks/runs and quarterly URGE tests for MRES
 - d. Not dispatched to run by MISO/MRES during 2023
- 5) Facilities:
 - a. Oversaw construction of new Well 15 building
 - b. Worked with City/County to clarify ownership of SW Well fields
 - c. Completed sale of WMU Rental Property (Gerry's/Taco John's)
 - d. Completed new 3-year farm lease for property adjacent to Menards
 - e. Continue to navigate supply chain challenges. Transformers and metering equipment continue to see extended lead times.
 - f. Transition to Tyler software program- active for inventory, purchasing, project accounting, fixed assets, etc.
 - g. Interim safety training duties
- 6) Capital Improvements:
 - a. Downtown Street Lights: Project completed (City invoiced for final payment)
 - b. Building Project: Researched and identified building sites to meet WMU needs
 - i. In negotiations with MinnWest Campus for acreage
 - ii. RFP for architect/design services anticipated in early 2024, followed by initial design work
 - c. Capital equipment purchases: Line Truck #26 delivered and put into service (December)

As stated per League of Minnesota Cities, Minnesota State Statutes generally prohibit the acceptance of gifts by elected or appointed "local officials". As a means of disclosure for transparency, General Manager Harren provided the Commission with a listing of 2023 holiday gifts received throughout the Utility by business associates.

Meetings of both the WMU Labor and Planning Committees will be forthcoming. Tentative future Labor Committee agenda item(s) will include new building land acquisition and Strategic Plan update. Tentative future Planning Committee agenda items will include new building, water treatment plant, new generation, and transmission projects.

For information: Upcoming events to note include:

- 2024 APPA Legislative Rally (Washington, DC): February 26-28 (Laumer/DeBlicke/Harren)
- 2024 MMUA Legislative Conference (St. Pau): March 19-20

There being no further business to come before the Commission, Commissioner Baumgart offered a motion to adjourn. Commissioner Kennedy seconded the motion which carried by a vote of seven ayes and zero nays, and the meeting was adjourned at 12:44 pm.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen, Executive Secretary

ATTEST:

Dave Baumgart, Secretary



WILLMAR MUNICIPAL UTILITIES
MUC Planning Committee Meeting Minutes
Friday, January 5, 2024
11:30 am (WMU Conference Room)

Attendees: Commissioners Shawn Mueske, Carol Laumer & Terry Sieck, General Manager John Harren, Director of Administration Janell Johnson, Finance & Office Services Supervisor Andrea Prekker, Water System Supervisor Alan Neer. and Executive Secretary Beth Mattheisen.

Commissioner Mueske (PC Chair) called the meeting to order at 11:30 am.

1. Water System Modeling: (General Manager Harren & Water System Supv. Alan Neer)

During peak water system demand, the NE Water Treatment Plant (NEWTP) runs at full capacity to meet the community's water needs, which causes an overflow at the NE Water Tower to push the water into the system. Bolton & Menk, Inc. (BMI) was asked to analyze WMU's water system hydraulic data. The request was to determine scenarios for system improvements that allow additional water from the NEWTP to enter the system during peak demand and eliminate NE water overflows.

Proposed distribution system improvements were reviewed including water main improvements, new transmission water mains, and future replacement of Willmar Tower. Two water main options were presented for discussion (Routes A and B). A summary of the cost analysis for the various scenarios was reviewed. Estimated costs of these scenarios range from \$8.8 M to \$11.1 M. To develop the most efficient and cost-effective plan to best suit the needs of Willmar, WMU staff would work with the City to establish the water main replacement route (preliminary choice is the Route B option).

Recommendation:

Following review and discussion, the WMU Planning Committee is recommending accepting the water system hydraulic analysis dated July 14, 2023 and to work with the City to identify the most cost-effective route to improve the water flow and to add the project to WMU's Capital Improvement Plan (CIP). This recommendation will be presented to the Commission for approval at their January 8th meeting.

2. PFAS Class Action Lawsuit update: (Water System Supervisor Alan Neer)

Water System Supervisor Neer provided an update to the current PFAS Class Action Lawsuit against 3M and DuPont. Perfluoroalkyl Substances (PFAS) are classified "forever chemicals" found in water systems. These chemicals do not breakdown and therefore cannot be easily removed by standard treatment practices. In June 2022, MN Dept. of Health tested all wells that supply water to the Willmar community for 26 different PFAS chemicals. Test results indicated that while some traces of the chemicals were identified in a few wells, these numbers were well below the MDH health-based guidance values. The class action lawsuit structure gave WMU three options to consider (Opt-In, Opt-Out, or Do Not Respond). With the assistance of legal counsel at Flaherty & Hood (Willmar City Attorneys), Opt-Out documents will be filed which will allow WMU legal options in the future if ever PFAS levels increase above the guidance values.

3. 2024 Budget: Updated Financial Cash Flows (Finance & Office Services Supervisor Andrea Prekker)

General Manager Harren provided a summary and background information. Finance & Office Services Supervisor Prekker presented updates to WMU's 2024 Budget Cash Flow Statements. The statements have been revised to address funding of major projects including NEWTP, new generation, transmission improvements, and CMPAS/CMMPA's request for additional transmission investment (CAPX 2020). Prekker reviewed with the Committee the changes made to both the Electric and Water Divisions along with additional items affecting the projections. It was recommended by Staff to proceed with self-funding of the NEWTP project from WMU's cash reserves

Recommendation:

Following review and discussion, it was a consensus of the WMU Planning Committee to recommend self-funding of the NEWTP project (no bonding for 2024). This recommendation will be presented to the Commission for approval at their January 8th meeting.

4. CMPAS/CMMPA Transmission Investment (CAPX 2020 Brookings Line) (General Manager John Harren)

General Manager Harren presented an overview of a request from CMPAS (formerly CMMPA) for additional transmission investment in the CAPX 2020 Brookings Transmission Line. In 2011/2012, WMU and 14 additional municipalities invested in the Brookings segment of this transmission line. The line was constructed for a double-circuit with only one circuit installed at that time. Willmar's contribution to the project based on ownership share was \$550,000. There is now a need for the second circuit to be installed, and therefore additional funding is needed to complete the project. Potential upcoming transmission investment prospects were touched on and will be addressed in the future.

Recommendation:

Following review and discussion, it was a consensus of the WMU Planning Committee to recommend self-funding Willmar's portion (\$551,000) of the second circuit installation for the CAPX 2020 Brookings Transmission Line. This recommendation will be presented to the Commission for approval at their January 8th meeting.

5. 2024 Operations Policies (annual review) (Director of Administration Janell Johnson)

Director of Administration Johnson reviewed with the Committee proposed 2024 updates to the Operations Policies including the Schedule of Charges. Johnson provided a step-by-step review of the proposed revisions for consideration as follows:

WMU Operations Policies with no changes proposed:

- a. Investment Policy
- b. Purchasing Policy

WMU Operations Policies with proposed changes:

- a. Information Technology Disaster Plan: Update software/hardware support contact data (formality)
 - i. Tyler Technologies – Software Provider
 - ii. Jack Henry & Associates – Remit Plus payment processing
- b. Operations Policy Manual:
 - i. Material updates
 - ii. Update to accommodate Tyler Software
 - iii. Operational updates
- c. 2024 Schedule of Charges
 - i. Labor charges reflecting COLA (i.e. work order charges)
 - ii. Bulk Water Service
 - iii. Water Service Connection Fees
 - iv. Delete rental fees for previously owned property

Recommendation:

Following review and discussion, it was a consensus of the Planning Committee to recommend approval of the proposed revisions to the WMU Operations Policies as presented. This recommendation will be presented to the Commission for approval at their January 8th meeting.

6. Miscellaneous:

Discussion was briefly held regarding City wastewater charges which are listed on WMU's monthly utility billing ("pass through" charges collected by WMU and paid to the City of Willmar). To direct concerns received from the public, a clarification of the charges was requested (City charges vs. WMU charges). This subject will be further addressed at a later date.

7. Adjournment:

There being no further business to come before the WMU Planning Committee, Commissioner Mueske declared the meeting adjourned at 12:55 pm.

**WILLMAR PLANNING COMMISSION
WEDNESDAY, JANUARY 3RD, 2024
333 6TH STREET SW, CONFERENCE ROOM 1
MINUTES**

The Willmar Planning Commission met on Wednesday, January 3rd, 2024, at 6:30pm at City Hall.

Members Present: Jonathan Marchand (Chair), Stacy Holwerda, Christopher Buzzeo, Steve Dresler (Secretary), Gary Newberg, Bob Poe, and Yvon Fils-Aime.

Members Absent: Kelsey Vosika (Vice-Chair)

Others Present: Christopher Corbett – City Planning and Development Director, Christopher Frank – City Planner, Jennifer Kotila – West Central Tribune, Tim Jackson – Rockstep Willmar, LLC, Vinicio Perez – Tienda Chapin, Danny Carranza – Tienda Chapin.

1. Chair Marchand called for order at 6:56 pm.
2. Roll Call
3. Chair Marchand presented the minutes from November 20th, 2023 for approval.
4. Member Buzzeo motioned to approve the minutes as well as move the Director's Report to the top of the Agenda and Member Dresler seconded. All voted in favor. The motion was approved.

5. REGULAR BUSINESS

a. BRIEFING ONLY - REVIEW APPLICATION FOR MAJOR SUBDIVISION BY ROCKSTEP WILLMAR, LLC.

Tim Jackson presented a major subdivision application for Rockstep Plaza Third Edition. The proposed subdivision involves separating Lot 3 of Rockstep Plaza Second Edition into eight smaller lots along First Street and Willmar Avenue. The purpose is to facilitate potential sales of individual parcels. The heart of the mall will remain intact. Tim Jackson clarified the location of the proposed lots and their potential uses. There was additional discussion on water and utility lines around the area. Staff comments from Willmar Municipal Utilities and Bolton & Menk were presented, addressing electric and water concerns. The need for a further updated preliminary plat showing all easements was emphasized by engineering. The Planning Commission was informed that Rockstep Willmar, LLC would remain responsible for existing properties until sold. The Planning Commission will hold a scheduled public hearing on January 17, 2024, for further consideration of the Rockstep Plaza Subdivision prior to a vote of approve or deny.

b. BRIEFING ONLY - REVIEW APPLICATION FOR PLAN REVIEW BY MR. VINICIO PEREZ FOR GROCERY STORE NAMED TIENDA CHAPIN.

Presentation by Mr. Carranza and Mr. Perez on the Tienda Chapin grocery store project located at 1600 Highway 12 E, Willmar, MN 56201. There was discussion on the location, vision, and merchandise of the project. Questions were raised about parking and accessibility, including the docking area. Inspections by the Department of Agriculture are still needed. Staff offered comments from engineering regarding ADA accessible handicap stalls. Discussion occurred on the history of the building and its previous use as a grocery store. The Planning Commission requested clarification on truck access and loading. Final

vote on the plan review is set for the next Planning Commission meeting on January 17, 2024.

6. DIRECTOR'S REPORT:

Planning and Development Director, Christopher Corbett, began with an intro to the session at 6:41 pm with his Director's Report to update the Commission on the status of the comprehensive plan, which is currently being reviewed in draft form and will be revisited for any required updates. Director Corbett went on to detail the comprehensive plan as a long-term planning document for the City of Willmar. Director Corbett stated that the previous comprehensive plan had been completed in 2009 and that similar comprehensive plans aim for a 20-year roadmap for their plans for the city. Director Corbett added that the comprehensive plan guides future development and design and plays a significant role in obtaining public funding for strengthening those plan policies and future growth. The Director wanted to inform the Commission that he foresees the Commission addressing, assessing, reviewing, and recommending regarding the comprehensive plan, as well as hosting public briefing hearings in action and to vote on adoption of the plan as they see fit.

Member Dresler asked for clarification on the rough draft that members of the commission had been working on in prior years and if it will be the draft used and avoid having to redo the drafting process.

Director Corbett confirmed that a new draft will not need to be redone by members of the commission and that the current draft will be used for the updated plan.

Member Dresler asked an additional, unrelated question regarding the planning Commission's recent use a budget approval body that was currently in the city charter and if there was a way for that responsibility to be removed from the Commission and expressed a belief that this Commission does not want that responsibility.

7. MISCELLANY

No other business was discussed.

8. ADJOURN

Commissioner Dresler motioned to adjourn at 7:23 pm. It was seconded by Commissioner Buzzeo. All members present voted aye. The motion carried. With no further business, the meeting was adjourned.



City Council Action Request

Council Meeting Date:	January 16, 2024	Agenda Item Number:	6.E.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Amendment No. 1 to MnDot Contract No. 1031715		

RECOMMENDED ACTION:

Approve Amendment No, 1 to MnDot Contract 1031715

OVERVIEW:

The City of Willmar, Kandiyohi County and MnDot entered into contract no.1031715 for the State Trunk Highway 12 realignment construction, March 14, 2019. Since T.H.12 construction is complete, amendment no. 1 is to add article 16, Maintenance by the City for T.H. 12 at 1st Avenue West Lighting and T.H. 12 at C.S.A.H 5 lighting. Both areas includes monthly electrical services, minor maintenance, including but not limited re-lamping or LED luminaire replacement, repair or replacement of all damaged luminaries, glassware, luminaries when damaged or when ballasts fail, photoelectric control on luminaires, and painting of poles and other equipment. The State will be responsible for major maintenance for lighting along T.H. 12 at 1st Avenue West. Major repairs include but at not limited to Gopher State One Call locates, knocked down poles including wiring within the poles, damaged poles, pull boxes, underground wire, loose connections, damaged foundations, defective starter boards or drivers, damaged fuse holders, and blown fuses for the entire system. The City will be responsible for major damage for lighting along T.H. 12 at C.S.A.H. 5. Major repairs include but at not limited to Gopher State One Call locates, knocked down poles including wiring within the poles, damaged poles, pull boxes, underground wire, loose connections, damaged foundations, defective starter boards or drivers, damaged fuse holders, and blown fuses for the entire system.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 1031715-1 AGR KANDIYOHY COUNTY AND WILLMAR
2. ORIGINAL AGREEMENT_AGR 1031715

**STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
And
KANDIYOHI COUNTY
And
CITY OF WILLMAR
AMENDMENT NO. 1**

State Project Number (S.P.):	<u>3403-74</u>
Trunk Highway Number (T.H.):	<u>12=010</u>
State Project Number (S.P.):	<u>3409-21</u>
Trunk Highway Number (T.H.):	<u>40=145</u>
State Aid Project Number (S.A.P.):	<u>034-596-001</u>
State Aid Project Number (S.A.P.):	<u>034-605-032</u>
State Aid Project Number (S.A.P.):	<u>034-655-002</u>
Federal Project Number:	<u>FR-TII-0043-17</u>
Lighting Feed Point:	<u>"A", "B"</u>

This Amendment is between the State of Minnesota, acting through its Commissioner of Transportation ("State Kandiyohi County acting through its Board of Commissioners ("County"), and the City of Willmar acting through its City Council ("City").

Recitals

1. The State has a contract with the City and the County identified as MnDOT Contract No. 1031715 ("Original Contract") to provide payment by the County to the State for the County's share of the design and contract construction and maintenance performed by the City and County for the contract construction upon, along, and adjacent to Trunk Highway No. 12 under State Project No. 3403-79 (T.H. 12=012) and as State Project No. 3409-21 (T.H. 40=145); and
2. This Agreement is amended to include City-performed lighting maintenance responsibilities; and
3. The State, the City, and the County are willing to amend the Original Contract as stated below.

Contract Amendment

In this Amendment deleted contract terms will be ~~struck out~~ and the added contract terms will be underlined.

REVISION 1. Article 1.3 is amended to read as follows:

- 1.3. *Survival of Terms.*** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: 3. Maintenance by the County; 9. Liability; Worker Compensation Claims; 11. State Audits; 12. Government Data Practices; 13. Governing Law; Jurisdiction; Venue; ~~and~~ 15. Force Majeure; and 16. Maintenance by the City.

REVISION 2. Article 1.4 is amended to read as follows:

- 1.4. ***Exhibits.*** Preliminary Schedule “I” is on file in the office of the County Public Works Director and attached and incorporated into this Agreement. Exhibit “Cost Participation” is attached and incorporated into this Agreement. Exhibit “Lighting Maintenance” is attached and incorporated into this Agreement.

REVISION 3. Article 16 is added as follows:

16. Maintenance by the City

Upon completion of the Project, the City will provide for the following without cost or expense to the State:

- 16.1 T.H. 12 at 1st Avenue West Lighting.** Maintenance of lighting at and approaching the roundabout, including all legs and within the roundabout, will be shared between the State and the City. The City will be responsible for the hook up cost and application to secure an adequate power supply to the service pad or pole and will pay all monthly electrical service expenses necessary to operate the lighting facility. The City will be responsible for minor maintenance, including, but not limited to re-lamping or LED luminaire replacement, repair or replacement of all damaged luminaire glassware, luminaires when damaged or when ballasts fail, photoelectric control on luminaires, and painting of poles and other equipment, if applicable, for the entire system. The State will be responsible for major maintenance, including, but not limited to Gopher State One Call (GSOC) locates, knocked down poles including wiring within the poles, damaged poles, pull boxes, underground wire, loose connections, damaged foundations, defective starter boards or drivers, damaged fuse holders, and blown fuses for the entire system.
- 16.2 T.H. 12 at C.S.A.H. 5 Lighting.** Maintenance and ownership of not standard to MnDOT lighting at and approaching the roundabout and as shown in Exhibit “Lighting Maintenance”. The City will be responsible for the hook up cost and application to secure an adequate power supply to the service pad or pole and will pay all monthly electrical service expenses necessary to operate the lighting facility. The City will be responsible for minor maintenance, including, but not limited to re-lamping or LED luminaire replacement, repair or replacement of all damaged luminaire glassware, luminaires when damaged or when ballasts fail, photoelectric control on luminaires, and painting of poles and other equipment, if applicable, for the entire system. The City will be responsible for major maintenance, including, but not limited to Gopher State One Call (GSOC) locates, knocked down poles including wiring within the poles, damaged poles, pull boxes, underground wire, loose connections, damaged foundations, defective starter boards or drivers, damaged fuse holders, and blown fuses for the entire system. The City will notify MnDOT when accessing the lighting cabinet and provide a description of work completed, City will maintain a written record of activity within the cabinet.

The terms of the Original Contract are expressly reaffirmed and are incorporated by reference. Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

[The remainder of this page has been intentionally left blank]

KANDIYOHI COUNTY

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

Recommended for Approval:

By: _____
(District Engineer)

Date: _____

Approved:

By: _____
(State Design Engineer)

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____
(With Delegated Authority)

Date: _____

CITY OF WILLMAR

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

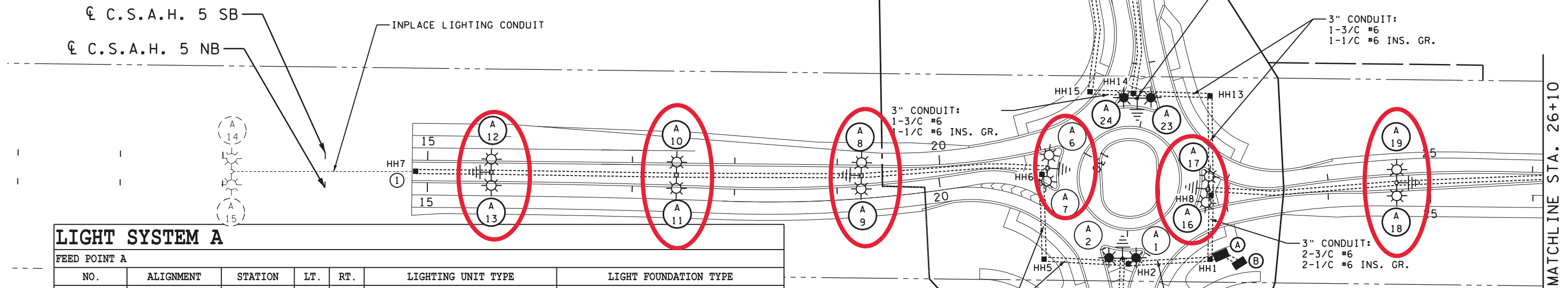
Date: _____

EXHIBIT Lighting Maintenance
Agreement 1031715
Sheet 1 of 1

LEGEND

- LIGHTING UNIT TYPE SPECIAL 1
LIGHT FOUNDATION DESIGN E MODIFIED
- LIGHTING UNIT TYPE 9-40
LIGHT FOUNDATION DESIGN E
- LIGHTING UNIT TYPE 9D-40
LIGHT FOUNDATION DESIGN E
- INSTALL LIGHTING UNIT
LIGHT FOUNDATION DESIGN E MODIFIED
- PERMANENT GROUND ROD (5/8" X 15')
(25 OHMS OR LESS)
- 2" RIGID NON-METALLIC CONDUIT SCHEDULE 80:
1-3/C #6
1-1/C #6 INS. GR.
(UNLESS OTHERWISE NOTED IN PLANS)

- LIGHTING CONSTRUCTION NOTES:
1. THE CONTRACTOR IS RESPONSIBLE FOR COORDINATING THE CONNECTION OF THE POWER FOR THE LIGHTING SYSTEM WITH WILLMAR MUNICIPAL UTILITIES.
 2. THIS PLAN SPECIFIES CONDUIT SIZE, TYPE AND GENERAL LOCATIONS, THE EXACT LOCATIONS WILL BE DETERMINED IN THE FIELD.
 3. ALL CONDUIT SHALL BE TRENCHED UNLESS OTHERWISE NOTED IN THE PLAN.
 4. IT SHALL BE THE CONTRACTORS RESPONSIBILITY TO UTILIZE THE GOPHER ONE CALL EXCAVATION NOTICE SYSTEM FOR ALL UTILITY LOCATIONS.
 5. LIGHTING UNIT TYPE SPECIAL 1 SHALL BE MILLERBERND MVTB (8) - 300 WITH AKRON FOUNDRY 1985 AASHTO T-BASE & MNDOT APPROVED 40' MOUNTING HEIGHT LED LUMINAIRE.
- ① INTERCEPT INPLACE 1" CONDUIT (FROM SOUTH)
FURNISH & INSTALL
1-3/C #6
1-1/C #6 INS. GR.
TO INPLACE LIGHTING UNIT
(APPROX. 180' SOUTH)



LIGHT SYSTEM A						
FEED POINT A						
NO.	ALIGNMENT	STATION	LT.	RT.	LIGHTING UNIT TYPE	LIGHT FOUNDATION TYPE
A1 / A2	T.H. 12	131+14	18.8		LIGHTING UNIT TYPE 9D-40	LIGHT FOUNDATION DESIGN E
A3 / A4	T.H. 12	132+93	10.0		LIGHTING UNIT TYPE 9D-40	LIGHT FOUNDATION DESIGN E
A5	T.H. 12 WB	134+61	32.1		LIGHTING UNIT TYPE 9-40	LIGHT FOUNDATION DESIGN E
A6 / A7	C.S.A.H. 5 NB	21+02	15.7		INSTALL LIGHTING UNIT	LIGHT FOUNDATION DESIGN E (MODIFIED)
A8 / A9	C.S.A.H. 5 NB	19+25	10.3		INSTALL LIGHTING UNIT	LIGHT FOUNDATION DESIGN E (MODIFIED)
A10 / A11	C.S.A.H. 5 NB	17+43	11.8		INSTALL LIGHTING UNIT	LIGHT FOUNDATION DESIGN E (MODIFIED)
A12 / A13	C.S.A.H. 5 NB	15+62	11.0		INSTALL LIGHTING UNIT	LIGHT FOUNDATION DESIGN E (MODIFIED)
A14 / A15	C.S.A.H. 5 NB	INPLACE	-		-	-
A16 / A17	C.S.A.H. 5 NB	22+86	19.6		INSTALL LIGHTING UNIT	LIGHT FOUNDATION DESIGN E (MODIFIED)
A18 / A19	C.S.A.H. 5 NB	24+67	10.8		INSTALL LIGHTING UNIT	LIGHT FOUNDATION DESIGN E (MODIFIED)
A20 / A21	C.S.A.H. 5 NB	26+77	17.0		INSTALL LIGHTING UNIT	LIGHT FOUNDATION DESIGN E (MODIFIED)
A22	C.S.A.H. 5 NB	27+81	62.9		LIGHTING UNIT TYPE SPECIAL 1	LIGHT FOUNDATION DESIGN E (MODIFIED)
A23	C.S.A.H. 5 NB	28+82	66.5		LIGHTING UNIT TYPE SPECIAL 1	LIGHT FOUNDATION DESIGN E (MODIFIED)
A24	C.S.A.H. 5 NB	28+32	41.8		LIGHTING UNIT TYPE SPECIAL 1	LIGHT FOUNDATION DESIGN E (MODIFIED)
A23 / A24	T.H. 12	129+29	16.2		LIGHTING UNIT TYPE 9D-40	LIGHT FOUNDATION DESIGN E
A25 / A26	T.H. 12	127+64	9.1		LIGHTING UNIT TYPE 9D-40	LIGHT FOUNDATION DESIGN E
A26	T.H. 12	125+91		32.0	LIGHTING UNIT TYPE 9-40	LIGHT FOUNDATION DESIGN E

- NOTES
- (1) LIGHTING UNIT SHALL HAVE A BREAKAWAY BASE
 - (2) LIGHTING UNIT SHALL HAVE A NON-BREAKAWAY BASE

SHEET NOTE:

AREA NOT RELEASED FOR CONSTRUCTION

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March 28, 2019

Mel Odens
Public Works Director
1801 Highway 12 East
Willmar, MN 56201

RE: Coop. Const. Agree. No. 1031715
Kandiyohi County
S.P. 3403-74 (T.H. 12=010)
S.P. 3409-21 (T.H. 40=145)
S.A.P. 034-596-001
S.A.P. 034-605-032
S.A.P. 034-655-002
Fed. Proj. FR-TII-0043-17
County cost lump sum payment for T.H. 12 realignment construction.

Dear Mel Odens:

Transmitted herewith for the County's use and retention, is a fully executed copy of the subject agreement between the County and this department.

The agreement provides for a bid-based lump sum payment by the County to the State for the Trunk Highway No. 12 realignment construction to be performed by the State under contract.

The State has attached a Revised Schedule "I" that shows the County's cost based on contractor's unit prices. Article 5.2.B. of the Agreement describes the payment plan. An invoice will be forwarded to the County for the advancement of **\$278,100.00** for the first payment. The second payment is due upon the award of the County's remaining Local Road Improvement Program construction projects. It is requested that the payments be made accordingly.

Sincerely,



Malaki Ruranika
Cooperative Agreements Engineer

Enclosures: Fully Executed Agreement No. 1031715
Revised Schedule "I"

March 28, 2019

Sean Christensen
City Engineer / Public Works Director
333 Southwest 6th Street
Willmar, MN 56201

RE: Coop. Const. Agree. No. 1031715
City of Willmar
S.P. 3403-74 (T.H. 12=010)
S.P. 3409-21 (T.H. 40=145)
S.A.P. 034-596-001
S.A.P. 034-605-032
S.A.P. 034-655-002
Fed. Proj. FR-TII-0043-17
T.H. 12 maintenance responsibilities

Dear Sean Christensen:

Transmitted herewith for the City's use and retention, is a fully executed copy of the subject agreement between the City and this department.

The agreement provides for the maintenance responsibilities pertaining to Trunk Highway No. 12 realignment construction to be performed by the State under contract.

Sincerely,



Malaki Ruranika *for*
Cooperative Agreements Engineer

Enclosures: Fully Executed Agreement No. 1031715
Revised Schedule "I"

**STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
And
KANDIYOHI COUNTY
And
WILLMAR
COOPERATIVE CONSTRUCTION
AGREEMENT**

State Project Number (S.P.):	<u>3403-74</u>	Estimated Amount Receivable
Trunk Highway Number (T.H.):	<u>12=010</u>	<u>\$520,000.16</u>
State Project Number (S.P.):	<u>3409-21</u>	
Trunk Highway Number (T.H.):	<u>40=145</u>	
State Aid Project (S.A.P.):	<u>034-596-001</u>	
State Aid Project (S.A.P.):	<u>034-605-032</u>	
State Aid Project (S.A.P.):	<u>034-655-002</u>	
Federal Project Number:	<u>FR-TII-0043-17</u>	

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State"), Kandiyohi County acting through its Board of Commissioners ("County"), and the City of Willmar acting through its City Council ("City").

Recitals

1. The State will perform Trunk Highway No. 12 realignment construction and other associated construction upon, along and adjacent to Trunk Highway No. 12 according to State-prepared plans, specifications and special provisions designated by the State as State Project No. 3403-79 (T.H. 12=010) and as State Project No. 3409-21 (T.H. 40=145) ("Project"); and
2. County cost participation is required for the C.S.A.H. 55 roadway construction and the County is willing to participate in the costs of said construction, including any associated design and construction engineering delivery costs; and
3. Agreement No. 1031767 between the State and County and Agreement No. 1031768 between the State and the City will address the Trunk Highway No. 12 turnback; and
4. The design, construction, inspection and maintenance of the City of Willmar-owned utilities to be constructed under the Project will be covered under a Master Utility Agreement between the State, the design-build contractor and the City of Willmar; and
5. Minnesota Statutes § 161.20, subdivision 2 authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining and improving the trunk highway system.

Agreement

1. Term of Agreement; Survival of Terms; Plans; Incorporation of Exhibits

- 1.1. **Effective Date.** This Agreement will be effective on the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.
- 1.2. **Expiration Date.** This Agreement will expire when all obligations have been satisfactorily fulfilled.

- 1.3. ***Survival of Terms.*** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: 3. Maintenance by the County; 9. Liability; Worker Compensation Claims; 11. State Audits; 12. Government Data Practices; 13. Governing Law; Jurisdiction; Venue; and 15. Force Majeure.
- 1.4. ***Exhibits.*** Preliminary Schedule "I" is on file in the office of the County Public Works Director and attached and incorporated into this Agreement. Exhibit "Cost Participation" is attached and incorporated into this Agreement.

2. Construction by the State

- 2.1. ***Contract Award.*** The State will advertise for technical and price proposals and award a design-build contract to the "Low Bid/Best Value Proposer" for State Project No. 3403-74 (T.H. 12=010) according to the State Request for Qualifications (RFQ) and Request for Proposal (RFP) documents, which are on file in the office of the Commissioner of Transportation at St. Paul, Minnesota, and incorporated into this Agreement by reference ("Project Plans").
- 2.2. ***Direction, Supervision and Inspection of Construction.***
- A. ***Supervision and Inspection by the State.*** The State will direct and supervise all design-build activities performed under the design-build construction contract, and oversee all construction engineering and inspection functions in connection with the design-build construction. All design-build construction will be performed according to the State's Request for Proposals, the Contractor's technical proposal, and approved plans.
 - B. ***Inspection by the County.*** The County participation construction covered under this Agreement will be open to inspection by the County. If the County believes the County participation construction covered under this Agreement has not been properly performed or that the construction is defective, the County will inform the State District Engineer's authorized representative in writing of those defects. Any recommendations made by the County are not binding on the State. The State will have the exclusive right to determine whether the State's contractor has satisfactorily performed the County participation construction covered under this Agreement.
- 2.3. ***Plan Changes, Additional Construction, Etc.***
- A. The State may request the Contractor to make changes in the design and/or design-build contract construction, which may include the County participation construction covered under this Agreement, and will enter into any necessary addenda and change orders with the State's contractor that are necessary to cause the design-build contract construction to be performed and completed in a satisfactory manner. The State District Engineer's authorized representative will inform the appropriate County official of any proposed addenda and change orders to the design-build contract that will affect the County participation construction covered under this Agreement.
 - B. The County may request additional work or changes to the work in the plans as part of the design-build contract. Such request will be made by an exchange of letter(s) with the State. If the State determines that the requested additional work or plan changes are necessary or desirable and can be accommodated without undue disruption to the project, the State will cause the additional work or plan changes to be made.
- 2.4. ***Satisfactory Completion of Contract.*** The State will perform all other acts and functions necessary to cause the design-build contract to be completed in a satisfactory manner. Acceptance by the State of the completed design-build contract construction will be final, binding and conclusive upon the County as to the satisfactory completion of the design-build contract construction.

- 2.5. **Limited Use Permit.** The County will obtain, through the District's Right-of-Way Area Manager, a Limited Use Permit to cover the County's liability responsibilities of trail to be constructed upon the State Right-of-Way.

3. Maintenance by the County

Upon completion of the Project, the County will provide the following without cost or expense to the State:

- 3.1. **Roadways.** Maintenance of C.S.A.H. 5 and C.S.A.H. 55. Maintenance includes, but is not limited to, snow, ice and debris removal, resurfacing and seal coating and any other maintenance activities according to accepted County maintenance practices.
- 3.2. **Roundabout on T.H. 12.**
- A. **Roundabout Approaches.** Maintenance of C.S.A.H. 5 approaches up to the curb line of the outer circle of the T.H. 12 roundabout. Maintenance includes, but is not limited to, snow, ice and debris removal, resurfacing and seal coating and any other maintenance activities according to accepted County maintenance practices.
 - B. **Roundabout Circle.** Maintenance of the roundabout circle on T.H. 12 at C.S.A.H. 5. The State and County will provide for snow, ice and debris removal of the roadway portion of the roundabout circle in conjunction with ongoing maintenance activities of their respective roadway approaches to the roundabout circle. The State will provide for resurfacing, seal coating and any other maintenance activities necessary to perpetuate the roadway portion of the roundabout circle in a safe and usable condition.
 - C. **Roundabout Landscaping.** Maintenance of any landscaping in the T.H. 12 at C.S.A.H. 5 roundabout. Maintenance includes but is not limited to, vegetation control, litter and debris removal, removal and replacement of all dead or diseased plantings, and any other maintenance activities necessary to perpetuate the landscaping in a safe, usable and aesthetically acceptable condition.
- 3.3. **Storm Sewers.** Routine maintenance of C.S.A.H. 5 and C.S.A.H. 55 storm sewer facilities construction. Routine maintenance includes, but is not limited to, removal of sediment, debris, vegetation and ice from grates and catch basins and any other maintenance activities necessary to preserve the facilities and to prevent conditions such as flooding, erosion, or sedimentation, this also includes informing the District Maintenance Engineer of any needed repairs.
- 3.4. **Sidewalks.** Maintenance of any sidewalk construction, including stamped and colored concrete sidewalk (if any) and pedestrian ramps. Maintenance includes, but is not limited to, snow, ice and debris removal, patching, crack repair, panel replacement, cross street pedestrian crosswalk markings, vegetation control of boulevards (if any) and any other maintenance activities necessary to perpetuate the sidewalks in a safe, useable, and aesthetically acceptable condition.
- 3.5. **Trail.** Trail liabilities and responsibilities will be performed according the aforementioned Limited Use Permit.
- 3.6. **Additional Drainage.** Neither party to this Agreement will drain any additional drainage volume into the storm sewer facilities constructed under the design-build contract that was not included in the drainage for which the storm sewer facilities were designed, without first obtaining written permission to do so from the other party.
- 3.7. **Future Responsibilities.** Upon completion of the C.S.A.H. 5 and C.S.A.H. 55 construction, the County will accept full and total responsibility and all obligations and liabilities arising out of or by reason of the use, operation, maintenance, repair and reconstruction of C.S.A.H. 5 and C.S.A.H. 55 and all of the facilities constructed as part of this Agreement, without cost or expense to the State.
- 3.8. **Release and Conveyance of Roadways.** Upon completion of the Old T.H. 12 construction, the State will serve upon the City and County a "Notice of Release" placing those roadway portions under the jurisdiction

of the City or County; and subsequent thereto, after all required documents have been prepared and processed, the State will convey to the City or County all right, title and interest of the State in those roadway portions. Upon receipt of that "Notice of Release", the City or County will become the road authority responsible for the roadway portions so released.

- 3.9. *Related Agreements.*** This Agreement will supersede and terminate Traffic Signal Agreement No. 79354, dated November 3, 1999, between the parties for the intersection of T.H. 12 at C.S.A.H. 5.

4. Basis of County Cost

- 4.1. *Schedule "I".*** The Preliminary Schedule "I" includes all anticipated County participation construction items, State Furnished Materials lump sum amounts and the construction engineering cost share covered under this Agreement, and is based on engineer's estimated unit prices.
- 4.2. *County Participation Construction.*** The County will participate in the following as indicated. The lump sum amounts shown are based on the engineer's estimate and include all design and construction engineering delivery costs associated with the County's cost participation.
- A.** 100 Percent will be the County's rate of cost participation in all of the non-trunk highway eligible C.S.A.H. 55 roadway construction and C.S.A.H. 55 roadway design as shown on Exhibit "Cost Participation" identified as Group No. 11 and No. 12. The construction and design includes, but is not limited to, those items tabulated on Sheets No. 2 and No. 3 of the Preliminary Schedule "I".
 - B.** \$332,675.56 is the County's estimated bid-based lump sum cost for the trunk highway eligible C.S.A.H. 55 roadway construction as shown on Exhibit "Cost Participation" identified as Group No. 13. The construction includes, but is not limited to, those construction items tabulated on Sheet No. 4 of the Preliminary Schedule "I". The amount is based on the estimated remaining County Local Road Improvement Program ("LRIP") funds. It is anticipated that the County will receive \$3,770,000.00 in LRIP funds. After the County has awarded its related County administered LRIP funded construction projects, the County will pay to the State the remaining LRIP funds up to the bid-based design-build cost of the trunk highway eligible C.S.A.H. 55 roadway construction.
- 4.3. *State Contract Design and Construction Engineering Cost.*** The County's cost for design and construction engineering is itemized as a bid item cost.
- 4.4. *Plan Changes, Additional Construction, Etc.*** The County will share in the costs of construction contract addenda and change orders that are necessary to complete the County participation construction covered under this Agreement, including any County requested additional work and plan changes.

The State reserves the right to invoice the County for the cost of any additional County requested work and plan changes, design-build contract addenda, change orders and associated design and construction engineering delivery and State contract construction engineering costs before the completion of the design-build contract construction. If the design and construction engineering delivery and State contract construction engineering costs are not included in any change order estimates, the amount will be added to the County's estimate of costs. The computation by the State of the amount due from the County will be final, binding and conclusive.

5. County Cost and Payment by the County

- 5.1. *County Cost.*** \$520,000.16 is the County's estimated share of the costs of the design-build construction and associated design and construction engineering delivery and State contract construction engineering costs. Upon award of the design-build contract, the State will revise the bid item lump sum amounts based on design-build contract bid item unit prices.
- 5.2. *Conditions of Payment.*** The County will pay the State the full and complete lump sum amount, as revised based on the design-build contract bid-item prices, after the following conditions have been met:
- A.** Execution of this Agreement and transmittal to the County.

- B. The County's receipt of a written request from the State for the advancement of funds according to the following Payment Schedule.

Payment Schedule

1st Payment = 100% of the bid-based lump-sum cost of the non-trunk highway eligible C.S.A.H. 55 roadway construction and design as covered in 4.2.A. 1st Payment is due upon award of the construction contract.

2nd Payment = Remaining LRIP funds for the trunk highway eligible C.S.A.H. 55 roadway construction, as covered in 5.2.B., is due upon award of the related County administered LRIP funded construction projects.

6. Authorized Representatives

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

6.1. The State's Authorized Representative will be:

Name/Title: Malaki Ruranika, Cooperative Agreements Engineer (or successor)
 Address: 395 John Ireland Boulevard, Mailstop 682, St. Paul, MN 55155
 Telephone: (651) 366-4634
 E-Mail: malaki.ruranika@state.mn.us

6.2. The County's Authorized Representative will be:

Name/Title: Mel Odens, Public Works Director (or successor)
 Address: 1801 Highway 12 East, Willmar, MN 56201
 Telephone: 320-235-3266 ext. 4105
 E-Mail: mel.odens@kcmn.us

7.3. The City's Authorized Representative will be:

Name/Title: Sean Christensen, City Engineer/Public Works Director (or successor)
 Address: 333 Southwest 6th Street, Willmar, MN 56201
 Telephone: (320) 235-4202
 Fax: (320) 235-4917
 E-Mail: schristensen@willmarmn.gov

8. Assignment; Amendments; Waiver; Contract Complete

- 8.1. *Assignment.*** No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other parties and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 8.2. *Amendments.*** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 8.3. *Waiver.*** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.
- 8.4. *Contract Complete.*** This Agreement contains all prior negotiations and agreements between the State, the City, and the County. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

9. Liability; Worker Compensation Claims

- 9.1.** Each party is responsible for its own acts, omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of others and the results thereof. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of the City or County.
- 9.2.** Each party is responsible for its own employees for any claims arising under the Workers Compensation Act.

10. Nondiscrimination

Provisions of Minnesota Statutes § 181.59 and of any applicable law relating to civil rights and discrimination are considered part of this Agreement.

11. State Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the City's and County's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

12. Government Data Practices

The City, County and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the City or the County under this Agreement. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the City, the County, or the State.

13. Governing Law; Jurisdiction; Venue

Minnesota law governs the validity, interpretation and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. Termination; Suspension

- 14.1. *By Mutual Agreement.*** This Agreement may be terminated by mutual agreement of the parties.
- 14.2. *Termination for Insufficient Funding.*** The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the performance of design-build contract construction under the Project. Termination must be by written or fax notice to the City and the County.
- 14.3. *Suspension.*** In the event of a total or partial government shutdown, the State may suspend this Agreement and all work, activities and performance of work authorized through this Agreement.

15. Force Majeure

No party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

[The remainder of this page has been intentionally left blank]

KANDIYOHI COUNTY

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions or ordinances.

By: Robert G. Nordin

Title: Board Chairman

Date: 3/14/2019

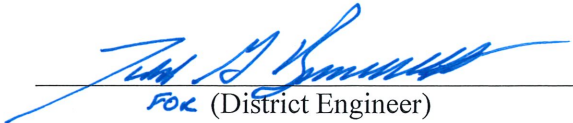
By: Mark Thompson

Title: County Auditor

Date: 3/14/2019

DEPARTMENT OF TRANSPORTATION

Recommended for Approval:

By: 
 FOR (District Engineer)

Date: 3-15-19

Approved: 
 (State Design Engineer)

Date: 3/18/19

COMMISSIONER OF ADMINISTRATION

By: 
 (With Delegated Authority)

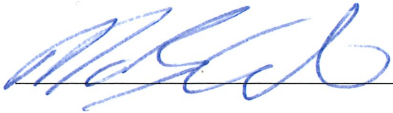
Date: 3-22-2019

INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.

MMR

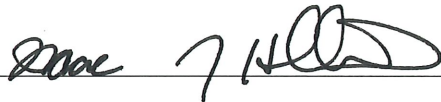
CITY OF WILLMAR

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions or ordinances.

By: 

Title: Mayor

Date: 3-14-19

By: 

Title: City Administrator

Date: 6 March 2019

INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.

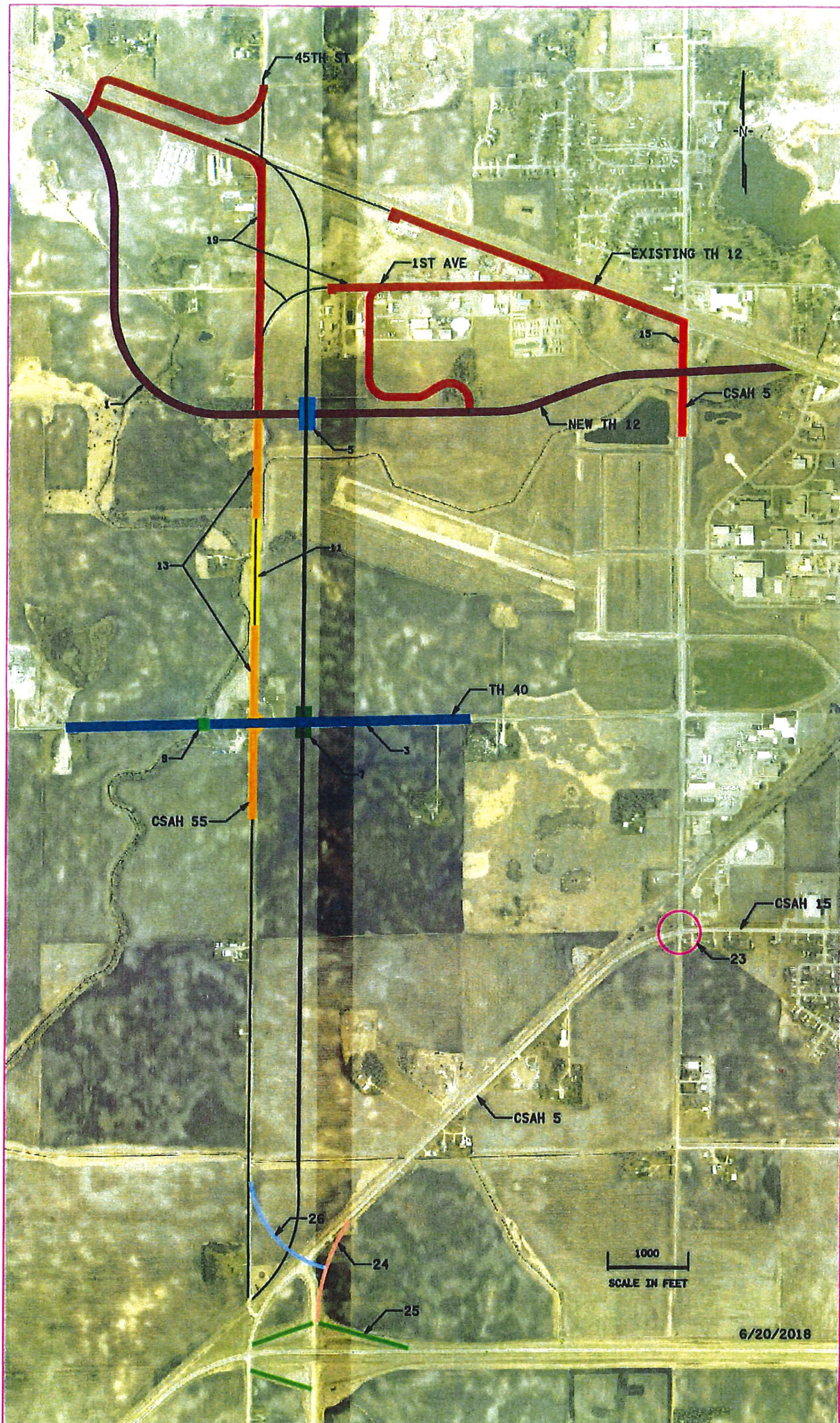
Funding Sources for Willmar Wye and Associated Projects

Map Number	Willmar Wye Design Build	Group	SP Number	Description	Cost	Funding Sources			
						TIGER ⁽¹⁾	State ⁽²⁾	LRIP ⁽³⁾	MUA ⁽⁴⁾
1	Yes	1	3403-74	TH 12 Roadway Construction	5,245,506	3,500,000	1,745,506		
	Yes	2	3403-74	TH 12 Roadway Design	965,901		965,901		
	Yes	3	3409-21	TH 40 Roadway Construction	2,579,449	2,000,000	579,449		
3	Yes	4	3409-21	TH 40 Roadway Design	592,004		592,004		
	Yes	5	3403-(34031)	TH 12 Bridge Over New Railroad Construction	3,222,737		3,222,737		
5	Yes	6	3403-(34031)	TH 12 Bridge Over New Railroad Design	280,423		280,423		
	Yes	7	3409-(34032)	TH 40 Bridge Over New Railroad Construction	2,668,889		2,668,889		
7	Yes	8	3409-(34032)	TH 40 Bridge Over New Railroad Design	249,265		249,265		
	Yes	9	3409-(34X07)	TH 40 Bridge Over Hawk Creek Construction	423,794		423,794		
9	Yes	10	3409-(34X07)	TH 40 Bridge Over Hawk Creek Design	31,158		31,158		
	Yes	11	034-655-002	CSAH 55 Roadway Construction (Non Trunk Highway Eligible)	156,166			156,166	
11	Yes	12	034-655-002	CSAH 55 Roadway Design (Non Trunk Highway Eligible)	31,158			31,158	
	Yes	13	034-655-002	CSAH 55 Roadway Construction (Trunk Highway Eligible)	2,143,961		1,811,285	332,676	
13	Yes	14	034-655-002	CSAH 55 Roadway Design (Trunk Highway Eligible)	249,265		249,265		
	Yes	15	034-605-032	CSAH 5 Roadway Construction (Trunk Highway Eligible)	841,858		841,858		
15	Yes	16	034-605-032	CSAH 5 Roadway Design (Trunk Highway Eligible)	93,670		93,670		
	Yes	17	034-605-032	CSAH 5 Roadway Construction (Non Trunk Highway Eligible)	0			0	
17	Yes	18	034-605-032	CSAH 5 Roadway Design (Non Trunk Highway Eligible)	0			0	
	Yes	19	034-596-001	Other Local Roadway Construction	4,189,807		4,189,807		
19	Yes	20	034-596-001	Other Local Roadway Design	467,372		467,372		
	Yes	21		City Utility Relocations	1,222,182				1,222,182
(5) 21	Yes	22		City Utility Relocations Design	155,791				155,791
				Sub Total	25,809,940	5,500,000	18,411,967	520,000	1,377,973
23	No - County Lead	na	034-615-007	CSAH 5 & CSAH 15 Roundabout Construction	1,545,000			1,545,000	
	No - County Lead	na	034-615-007	CSAH 5 & CSAH 15 Roundabout Engineering & Right of Way	725,000			725,000	
				Sub Total	2,270,000	0	0	2,270,000	0
24	No - County Lead	na		CSAH 5 Curve Construction	900,000			900,000	
	No - County Lead	na		CSAH 5 Curve Engineering & Right of Way	80,000			80,000	
				Sub Total	980,000	0	0	980,000	0
25	No - State Lead	na	3405-94	TH 23 & CSAH 5 Ramps	1,000,000		1,000,000		
(8) 26	No - County Lead	na		Future CSAH 55 Railroad Overpass	7,500,000				
Totals					\$37,559,940	\$5,500,000	\$19,411,967	\$3,770,000	\$1,377,973

Funding Eligibility					
TIGER	TH	LRIP	CSAH	MSAS	Local
X	X				
X	X				
X	X				
X	X				
X	X				
X	X				
X	X				
X	X				
X	X				
X	X				
X		X	X		X
X		X ⁽⁷⁾	X ⁽⁶⁾		X
X	X	X	X		X
X	X	X ⁽⁷⁾	X ⁽⁶⁾		X
X	X	X	X		X
X	X	X	X		X
X		X	X		X
X		X ⁽⁷⁾	X ⁽⁶⁾		X
X	X	X			X
X	X	X ⁽⁷⁾			X
X					X
X					X
		X	X		X
		X ⁽⁷⁾	X ⁽⁶⁾		X
		X	X		X
	X				
		X	X		X

Notes

- 1) TIGER - Reimbursable funds from a USDOT TIGER grant administered through the FRA
- 2) State - State Bonding Funds
- 3) LRIP - Local Road Improvement Program, State bonding funds given to the county by the legislature
 - only a portion of the fund will be spent on the Wye, the rest will be spent on related projects led by the county
 - Funds are reimbursable, County will need to up front the money
- 4) MUA - Master Utility Agreement, The city will pay for their utility relocations done under this contract through this agreement
- 5) This group consists of city utility relocations at various locations through out the project
- 6) CSAH Funds for Engineering (Design) are Capped at 25% of the CSAH eligible Construction costs
- 7) The 2018 Grant Law revised the 2015 law to include funding eligibility for PreDesign, Design or R/W acquisition, Engineering, Construction and ReConstruction for the WW.
 - These elements may need prior approval before initiating the work, if the County so chooses to utilize LRIP funds for that element
- 8) The future CSAH 55 Railroad Overpass project is not currently funded



PRELIMINARY SCHEDULE "I"

Agreement No. 1031715

Kandiyohi County

S.P. 3403-74 (T.H. 12=010)

Preliminary: February 7, 2018

S.P. 3409-21 (T.H. 40=145)

S.A.P. 034-596-001

S.A.P. 034-605-032

S.A.P. 034-655-002

Federal Project No. FR-TII-0043-17

State Funds

T.H. 12 realignment construction to start approximately April 2019 under

State Contract No. _____ with _____

located on Trunk Highway No. 12

COUNTY COST PARTICIPATION

C.S.A.H. 55 Roadway Construction (Group 11) (From Sheet No. 2)	156,166.49
--	------------

C.S.A.H. 55 Roadway Design (Group 12) (From Sheet No. 3)	31,158.11
--	-----------

(1) C.S.A.H. 55 Roadway Construction (Group 13) (From Sheet No. 4)	332,675.56
--	------------

Subtotal	\$520,000.16
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(2) Total County Cost	\$520,000.16
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(1) Trunk Highway eligible construction partially funded by County LRIP funds as described in Article 4.2.B of the Agreement (estimated amount)

(2) Amount of advance payment as described in Article 6 of the Agreement (estimated amount)

Page 38 of 105

Page 39 of 105

Page 40 of 105

REVISED SCHEDULE "I"**Agreement No. 1031715****Kandiyohi County**

S.P. 3403-74 (T.H. 12=010)

Preliminary: February 7, 2018

S.P. 3409-21 (T.H. 40=145)

Revised: February 7, 2018

S.A.P. 034-596-001

S.A.P. 034-605-032

S.A.P. 034-655-002

Federal Project No. FR-TII-0043-17

State Funds

T.H. 12 realignment construction to start approximately April 2019 under

State Contract No. 180701 with Hoffman Construction Company

located on Trunk Highway No. 12

COUNTY COST PARTICIPATION

C.S.A.H. 55 Roadway Construction (Group 11) (From Sheet No. 2)

215,100.00

C.S.A.H. 55 Roadway Design (Group 12) (From Sheet No. 3)

63,000.00

(1) Subtotal - Payment 1**278,100.00****(2) C.S.A.H. 55 Roadway Construction (Group 13) (From Sheet No. 4)**

241,900.16

(3) Subtotal - Payment 2**\$241,900.16****Total County Cost****\$520,000.16**

(1) Amount of advance payment as described in Article 6 of the Agreement

(2) Trunk Highway eligible construction partially funded by County LRIP funds as described in Article 4.2.B of the Agreement (estimated amount)

(3) Remaining LRIP payment as described in Article 4.2.B and Article 6 of the Agreement

[illegible]

**RESOLUTION 2018-53
WILLMAR WYE PROJECT
MASTER COOPERATION AGREEMENT**

WHEREAS, the County of Kandiyohi intends to enter into a Master Cooperation Agreement and related agreements between the State of Minnesota through its Department of Transportation, Kandiyohi County, the City of Willmar, and the BNSF Railway Company; and

BE IT RESOLVED, by the County Board of Commissioners of Kandiyohi County, to authorize and direct the Auditor and Board Chairman to execute and enter into the Master Cooperation Agreement and any other related agreements with the above mentioned parties prescribing the terms and conditions of said participation as set forth and contained in "Willmar Wye Project Master Cooperation Agreement", a copy of which said agreement was before the County Board and which is made a part hereof by reference.

Adopted this 18th day of December, 2018.

Attest:

By the Board:

Mark Thompson
Mark Thompson
Kandiyohi County Auditor

Roland A. Nissen
Roland Nissen, Chairman
Kandiyohi County Board of Commissioners

* * * * *

CERTIFICATION

State of Minnesota)
)ss
County of Kandiyohi)

I, Mark Thompson, County Auditor in and for said County of Kandiyohi, do hereby certify that the foregoing is a true and correct copy of the resolution unanimously adopted by the County Board of Kandiyohi County on the 18th day of December, 2018.

Mark Thompson
Mark Thompson
Kandiyohi County Auditor

RESOLUTION NO. 18-156

**A RESOLUTION ADOPTING THE WILLMAR WYE PROJECT AGREEMENTS WITH MNDOT, KANDIYOHI COUNTY
AND BNSF RAILWAY COMPANY.**

Motion By: Nelsen

Second By: Fagerlie

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Master Cooperation Agreement, Permanent Pipeline Easement Agreement, Purchase and Sale Agreement, State of Minnesota Trunk Highway Jurisdictional Transfer Agreement and Cooperative Construction Agreement for the Willmar Wye Project are accepted and approved, and

BE IT FURTHER RESOLVED that the Mayor and City Administrator of the City of Willmar are hereby authorized to execute versions of such agreements in forms that are in substantial conformity with the versions included in the City Council packet today's meeting.

Dated this 17th day of December, 2018



Mayor

Attest:



City Clerk



City Council Action Request

Council Meeting Date:	January 16, 2024	Agenda Item Number:	6.F.
Agenda Section:	Consent Items	Originating Department:	Finance
Resolution:	No	Prepared By:	Carol Cunningham, Assistant Finance Director
Ordinance:	No	Presented By:	Kyle Box, City Operations Director
Item:	Accounts Payable Report 12/28/23 thru 01/09/24		

RECOMMENDED ACTION:

Review and Approve Accounts Payable Listing.

OVERVIEW:

Departmental submission of invoices to be included on the Accounts Payable Listing.

BUDGETARY/FISCAL ISSUES:

Reduction of Departmental Budgets by amounts approved.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Vendor Pymt History Report 12-28-23 Thru 01-09-2024 (2023 EXPENSES)

PAID INVOICES REPORT

CHECK RUN:12/29-AV

TO FISCAL 2023/01 01/01/2023 TO 12/31/2023

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
103696 ACE ROLLOFFS & DISPOSAL	12/04/23		70327	P	12/29/23	101830 5360	CLEANING AND WASTE REMOVA	202.64
INVOICE: 239/12-23	12/04/23		70327	P	12/29/23	101803 5360	CLEANING AND WASTE REMOVA	129.48
INVOICE: 238/12-23	12/04/23		70327	P	12/29/23	101830 5360	CLEANING AND WASTE REMOVA	46.15
INVOICE: 231/12-23								
VENDOR TOTALS		.00 YTD INVOICED				378.27 YTD PAID		378.27
103800 AFLAC	12/28/23		70328	P	12/29/23	101801 5075	INSURANCE PASS THRU	31.07
INVOICE: 12-2023	12/28/23		70328	P	12/29/23	101801 5075	INSURANCE PASS THRU	150.05
INVOICE: 12-2023 1	12/28/23		70328	P	12/29/23	101801 5075	INSURANCE PASS THRU	313.95
INVOICE: 12-2023 2								
VENDOR TOTALS		.00 YTD INVOICED				495.07 YTD PAID		495.07
103557 AMAZON CAPITAL SERVICES	12/23/23		70329	P	12/29/23	101809 5220	SMALL TOOLS	37.23
INVOICE: 1QJT-N6YP-FW3X	12/26/23		70329	P	12/29/23	101809 5220	SMALL TOOLS	58.29
INVOICE: 11M7-Q7X6-Q9TQ								
VENDOR TOTALS		.00 YTD INVOICED				1,522.96 YTD PAID		95.52
103845 ANDERSON/CALLA-SJEA	12/22/23		70330	P	12/29/23	101844 5460	PROFESSIONAL SERVICES	3,240.00
INVOICE: 122223								
VENDOR TOTALS		.00 YTD INVOICED				3,240.00 YTD PAID		3,240.00
100131 AVENU INSIGHTS & ANALYTICS	12/20/23		70331	P	12/29/23	101809 5400	SUBSCRIPTIONS AND MEMBERS	3,012.64
INVOICE: INVB-050018								
VENDOR TOTALS		.00 YTD INVOICED				7,525.28 YTD PAID		3,012.64
101010 BOLTON & MENK INC	12/15/23		70332	P	12/29/23	651890 5460	PROFESSIONAL SERVICES	4,911.50
INVOICE: 0326770	12/15/23		70332	P	12/29/23	423830 5460	PROFESSIONAL SERVICES	38,229.00
INVOICE: 0326769	12/15/23		70332	P	12/29/23	423830 5460	PROFESSIONAL SERVICES	17,294.20
INVOICE: 0326769	12/15/23		70332	P	12/29/23	423830 5460	PROFESSIONAL SERVICES	47,927.00
INVOICE: 0326766	12/15/23		70332	P	12/29/23	101831 5460	PROFESSIONAL SERVICES	7,289.00
INVOICE: 0326762								

1-5-24
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PAID INVOICES REPORT

CHECK RUN:12/29-AV

TO FISCAL 2023/01 01/01/2023 TO 12/31/2023

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	12/15/23		70332	P	12/29/23	424830 5460	PROFESSIONAL SERVICES	3,731.00
INVOICE: 0326771	12/15/23		70332	P	12/29/23	424830 5460	PROFESSIONAL SERVICES	46,822.00
INVOICE: 0326764	12/15/23		70332	P	12/29/23	424830 5460	PROFESSIONAL SERVICES	2,871.00
INVOICE: 0326764	12/15/23		70332	P	12/29/23	420833 5460	PROFESSIONAL SERVICES	4,530.00
INVOICE: 0326763	12/15/23		70332	P	12/29/23	432890 5460	PROFESSIONAL SERVICES	27,952.00
INVOICE: 0326768	12/15/23		70332	P	12/29/23	423830 5460	PROFESSIONAL SERVICES	847.50
INVOICE: 0326765	12/15/23		70332	P	12/29/23	423830 5460	PROFESSIONAL SERVICES	3,985.00
INVOICE: 0326761	12/15/23		70332	P	12/29/23	101831 5460	PROFESSIONAL SERVICES	3,135.00
INVOICE: 0326767								
VENDOR TOTALS		.00	YTD INVOICED			446,034.85	YTD PAID	209,524.20
101980 BSE	12/15/23		70333	P	12/29/23	101830 5310	MTCE. OF STRUCTURES	1,321.44
INVOICE: 927549870								
VENDOR TOTALS		.00	YTD INVOICED			1,808.11	YTD PAID	1,321.44
102547 CARRANZA/NOE	12/27/23		70334	P	12/29/23	101820 5460	PROFESSIONAL SERVICES	140.00
INVOICE: 33	12/27/23		70334	P	12/29/23	101820 5460	PROFESSIONAL SERVICES	140.00
INVOICE: 35								
VENDOR TOTALS		.00	YTD INVOICED			420.00	YTD PAID	280.00
100156 CHAPPELL CENTRAL INC	11/30/23		70335	P	12/29/23	101803 5320	MTCE. OF STRUCTURES	173.25
INVOICE: SVC-114316								
VENDOR TOTALS		.00	YTD INVOICED			173.25	YTD PAID	173.25
100736 CHARTER COMMUNICATIONS	12/21/23		70336	P	12/29/23	101809 5290	COMMUNICATIONS	195.50
INVOICE: 175505001122123	12/21/23		70336	P	12/29/23	101 1370	PREPAID EXPENSES	410.48
INVOICE: 175505001122123								
VENDOR TOTALS		.00	YTD INVOICED			1,182.00	YTD PAID	605.98
103989 Contreras/Ricardo	12/20/23		70337	P	12/29/23	812821 5490	OTHER CHARGES/SERVICES	9,000.00
INVOICE: 122023								

PAID INVOICES REPORT

CHECK RUN:12/29-AV

TO FISCAL 2023/01 01/01/2023 TO 12/31/2023

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		.00	YTD INVOICED			9,000.00	YTD PAID	9,000.00
100186 CROW CHEMICAL & LIGHTING	12/08/23		70338	P	12/29/23	101830 5360	CLEANING AND WASTE REMOVA	68.20
INVOICE: 126048								
VENDOR TOTALS		.00	YTD INVOICED			258.10	YTD PAID	68.20
100212 DOOLEY'S PETROLEUM INC	12/08/23		70339	P	12/29/23	101 1350	INVENTORIES-MDSE FOR RESA	5,782.89
INVOICE: 484673								
12/08/23			70339	P	12/29/23	101 1350	INVENTORIES-MDSE FOR RESA	14,392.80
INVOICE: 484673								
VENDOR TOTALS		.00	YTD INVOICED			20,175.69	YTD PAID	20,175.69
100151 DUININCK CONCRETE	11/13/23		70340	P	12/29/23	101830 5320	MTCE. OF OTHER IMPROVE	45.96
INVOICE: 2311-677351								
VENDOR TOTALS		.00	YTD INVOICED			45.96	YTD PAID	45.96
100222 DUININCK INC	12/07/23		70341	P	12/29/23	422830 5320	MTCE. OF OTHER IIMPROVEME	98,159.34
INVOICE: Final-7								
VENDOR TOTALS		.00	YTD INVOICED			98,622.05	YTD PAID	98,159.34
102443 EXCEL OVERHEAD DOOR	12/13/23		70342	P	12/29/23	101830 5310	MTCE. OF STRUCTURES	83.65
INVOICE: 42077								
12/15/23			70342	P	12/29/23	101830 5310	MTCE. OF STRUCTURES	45.00
INVOICE: 42095								
VENDOR TOTALS		.00	YTD INVOICED			128.65	YTD PAID	128.65
103991 Fladeboe/Stacy	12/14/23		70343	P	12/29/23	651891 5320	MTCE. OF OTHER IMPROVE	1,500.00
INVOICE: 122023								
VENDOR TOTALS		.00	YTD INVOICED			1,500.00	YTD PAID	1,500.00
103278 HAYCRAFT/ANTHONY	12/27/23		70344	P	12/29/23	101820 5370	CONFERENCE SCHOOL TRAVEL	15.00
INVOICE: 122723								
VENDOR TOTALS		.00	YTD INVOICED			15.00	YTD PAID	15.00
100333 HILLYARD\HUTCHINSON	12/22/23		70345	P	12/29/23	101847 5360	CLEANING AND WASTE REMOVA	652.49

PAID INVOICES REPORT

CHECK RUN:12/29-AV

TO FISCAL 2023/01 01/01/2023 TO 12/31/2023

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 605343524	12/21/23		70345	P	12/29/23	101803 5200	GENERAL SUPPLIES	494.58
INVOICE: 605343507	12/21/23		70345	P	12/29/23	101843 5200	GENERAL SUPPLIES	665.40
INVOICE: 605343507								
VENDOR TOTALS		.00 YTD INVOICED				2,673.66 YTD PAID		1,812.47
103773 KENNEDY/RILEY	12/27/23		70346	P	12/29/23	235807 5380	MEALS GENERAL TRAVEL	28.04
INVOICE: 122723								
VENDOR TOTALS		.00 YTD INVOICED				28.04 YTD PAID		28.04
100449 MENARDS	12/18/23		70347	P	12/29/23	101803 5200	GENERAL SUPPLIES	74.42
INVOICE: 70425	12/18/23		70347	P	12/29/23	101843 5200	GENERAL SUPPLIES	52.21
INVOICE: 70425	12/28/23		70347	P	12/29/23	101847 5310	MTCE. OF STRUCTURES	20.25
INVOICE: 61234	12/28/23		70347	P	12/29/23	101847 5200	GENERAL SUPPLIES	9.99
INVOICE: 65790								
VENDOR TOTALS		.00 YTD INVOICED				2,759.77 YTD PAID		156.87
100487 MN DEPT OF AGRICULTURE	12/13/23		70348	P	12/29/23	101 1370	PREPAID EXPENSES	10.00
INVOICE: 8602	12/13/23		70348	P	12/29/23	101 1370	PREPAID EXPENSES	10.00
INVOICE: 8605	12/13/23		70348	P	12/29/23	101 1370	PREPAID EXPENSES	10.00
INVOICE: 8603	12/13/23		70348	P	12/29/23	101 1370	PREPAID EXPENSES	10.00
INVOICE: 8608	12/13/23		70348	P	12/29/23	101 1370	PREPAID EXPENSES	10.00
INVOICE: 8607	12/13/23		70348	P	12/29/23	101 1370	PREPAID EXPENSES	10.00
INVOICE: 8606	12/13/23		70348	P	12/29/23	101 1370	PREPAID EXPENSES	10.00
INVOICE: 8604								
VENDOR TOTALS		.00 YTD INVOICED				70.00 YTD PAID		70.00
100497 MN DEPT OF TRANSPORTATION	12/22/23		70349	P	12/29/23	423830 5320	MTCE. OF OTHER IIMPROVEME	235.59
INVOICE: P00018184								
VENDOR TOTALS		.00 YTD INVOICED				612.25 YTD PAID		235.59
100197 MUNICIPAL EMERGENCY SERVICES								

PAID INVOICES REPORT

CHECK RUN:12/29-AV

TO FISCAL 2023/01 01/01/2023 TO 12/31/2023

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	12/21/23		70350	P	12/29/23	101821 5220	SMALL TOOLS	42.26
INVOICE:	IN1978213		70350	P	12/29/23	101821 5220	SMALL TOOLS	1,019.88
INVOICE:	IN1977065							
VENDOR TOTALS		.00	YTD INVOICED			1,062.14	YTD PAID	1,062.14
100541 MUNICIPAL UTILITIES								
	12/27/23		70351	P	12/29/23	101821 5350	UTILITIES	842.97
INVOICE:	STMT/12-23		70351	P	12/29/23	101830 5350	UTILITIES	1,207.90
INVOICE:	STMT/12-23		70351	P	12/29/23	230838 5350	UTILITIES	2,844.38
INVOICE:	STMT/12-23		70351	P	12/29/23	651890 5350	UTILITIES	50,333.74
INVOICE:	STMT/12-23		70351	P	12/29/23	651891 5350	UTILITIES	202.89
VENDOR TOTALS		.00	YTD INVOICED			153,085.18	YTD PAID	55,431.88
103388 NISSEN SLABJACKING INC								
	10/30/23		70352	P	12/29/23	101830 5320	MTCE. OF OTHER IMPROVE	1,200.00
INVOICE:	426							
VENDOR TOTALS		.00	YTD INVOICED			1,200.00	YTD PAID	1,200.00
103994 Obregon/Pablo Jose								
	12/26/23		70353	P	12/29/23	101811 5370	CONFERENCE SCHOOL TRAVEL	86.46
INVOICE:	122623		70353	P	12/29/23	101811 5370	CONFERENCE SCHOOL TRAVEL	148.68
INVOICE:	122623		70353	P	12/29/23	101811 5370	CONFERENCE SCHOOL TRAVEL	137.55
INVOICE:	122623		70353	P	12/29/23	101811 5370	CONFERENCE SCHOOL TRAVEL	81.87
INVOICE:	122623		70353	P	12/29/23	101811 5370	CONFERENCE SCHOOL TRAVEL	137.55
VENDOR TOTALS		.00	YTD INVOICED			592.11	YTD PAID	592.11
102223 OXYGEN SERVICE COMPANY								
	12/12/23		70354	P	12/29/23	101830 5300	MTCE. OF EQUIPMENT	10.91
INVOICE:	0008687197		70354	P	12/29/23	101830 5200	GENERAL SUPPLIES	178.64
INVOICE:	0008687197							
VENDOR TOTALS		.00	YTD INVOICED			231.35	YTD PAID	189.55
100604 PERKINS LUMBER CO INC								
	12/27/23		70355	P	12/29/23	101830 5300	MTCE. OF EQUIPMENT	205.59

Chc 1/3/24
TO 1-3-24

TO 1-5-24

PAID INVOICES REPORT

CHECK RUN:12/29-AV

TO FISCAL 2023/01 01/01/2023 TO 12/31/2023

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 2311-222090	12/27/23		70355	P	12/29/23	101830 5300	MTCE. OF EQUIPMENT	32.47
INVOICE: 2311-223178	12/27/23		70355	P	12/29/23	101847 5200	GENERAL SUPPLIES	749.95
INVOICE: 2304-19817	12/27/23		70355	P	12/29/23	101847 5200	GENERAL SUPPLIES	359.96
INVOICE: 2309-216308								
VENDOR TOTALS		.00 YTD INVOICED				1,347.97 YTD PAID		1,347.97
100608 PETERSON SHOE STORE	11/24/23		70356	P	12/29/23	101830 5500	SAFETY PROGRAM	182.74
INVOICE: 228604								
VENDOR TOTALS		.00 YTD INVOICED				182.74 YTD PAID		182.74
103837 ROBERT HALF	12/26/23		70357	P	12/29/23	101806 5460	PROFESSIONAL SERVICES	1,460.50
INVOICE: 62989726								
VENDOR TOTALS		.00 YTD INVOICED				6,946.00 YTD PAID		1,460.50
101418 RUNNING'S SUPPLY INC	12/27/23		70358	P	12/29/23	101820 5380	MEALS GENERAL TRAVEL	68.99
INVOICE: 5789515	12/27/23		70358	P	12/29/23	101830 5220	SMALL TOOLS	74.97
INVOICE: 6039896	12/27/23		70358	P	12/29/23	101830 5200	GENERAL SUPPLIES	44.98
INVOICE: 6043944	12/27/23		70358	P	12/29/23	101843 5200	GENERAL SUPPLIES	9.73
INVOICE: 6012582	12/27/23		70358	P	12/29/23	101830 5200	GENERAL SUPPLIES	250.00
INVOICE: 6032640	12/27/23		70358	P	12/29/23	101830 5200	GENERAL SUPPLIES	10.99
INVOICE: 6022044	12/27/23		70358	P	12/29/23	101830 5380	MEALS GENERAL TRAVEL	169.99
INVOICE: 6025934	12/27/23		70358	P	12/29/23	101820 5380	MEALS GENERAL TRAVEL	119.98
INVOICE: 6027277	12/27/23		70358	P	12/29/23	651891 5300	MTCE. OF EQUIPMENT	9.88
INVOICE: 6048665	12/27/23		70358	P	12/29/23	651890 5000	SALARIES-REG. EMPLOYEES	45.98
INVOICE: 6048665	12/27/23		70358	P	12/29/23	651890 5300	MTCE. OF EQUIPMENT	99.99
INVOICE: 6032301	12/27/23		70358	P	12/29/23	101821 5500	SAFETY PROGRAM	70.00
INVOICE: 6011544	12/27/23		70358	P	12/29/23	651890 5220	SMALL TOOLS	7.39
INVOICE: 6012684	12/27/23		70359	P	12/29/23	101847 5200	GENERAL SUPPLIES	6.99
INVOICE: 6054696								

PAID INVOICES REPORT

CHECK RUN:12/29-AV

TO FISCAL 2023/01 01/01/2023 TO 12/31/2023

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	12/27/23		70358	P	12/29/23	101830 5500	SAFETY PROGRAM	189.99
INVOICE: 6034088	12/27/23		70358	P	12/29/23	101847 5200	GENERAL SUPPLIES	53.94
INVOICE: 6010392	12/27/23		70358	P	12/29/23	101847 5200	GENERAL SUPPLIES	8.99
INVOICE: 6020586								
VENDOR TOTALS		.00	YTD INVOICED			1,242.78	YTD PAID	1,242.78
103990 Schneck/Brady	12/14/23		70360	P	12/29/23	101830 5500	SAFETY PROGRAM	199.99
INVOICE: 122123								
VENDOR TOTALS		.00	YTD INVOICED			199.99	YTD PAID	199.99
100685 SERVICE CENTER/CITY OF WILLMAR	12/27/23		70361	P	12/29/23	101821 5260	MOTOR FUELS AND LUBRICANT	465.90
INVOICE: STMT/11-23	12/27/23		70361	P	12/29/23	101830 5260	MOTOR FUELS AND LUBRICANT	10,715.77
INVOICE: STMT/11-23	12/27/23		70361	P	12/29/23	101845 5260	MOTOR FUELS AND LUBRICANT	386.40
INVOICE: STMT/11-23	12/27/23		70361	P	12/29/23	651890 5260	MOTOR FUELS AND LUBRICANT	1,814.64
INVOICE: STMT/11-23	12/27/23		70361	P	12/29/23	101807 5260	MOTOR FUELS AND LUBRICANT	325.04
INVOICE: STMT/11-23	12/27/23		70361	P	12/29/23	101820 5260	MOTOR FUELS AND LUBRICANT	7,322.85
INVOICE: STMT/11-23	12/27/23		70361	P	12/29/23	101821 5260	MOTOR FUELS AND LUBRICANT	483.92
INVOICE: STMT/11-23	12/27/23		70361	P	12/29/23	101830 5260	MOTOR FUELS AND LUBRICANT	2,624.38
INVOICE: STMT/11-23	12/27/23		70361	P	12/29/23	101845 5260	MOTOR FUELS AND LUBRICANT	92.77
INVOICE: STMT/11-23	12/27/23		70361	P	12/29/23	651890 5260	MOTOR FUELS AND LUBRICANT	327.10
INVOICE: STMT/11-23	12/27/23		70361	P	12/29/23	101820 5260	MOTOR FUELS AND LUBRICANT	42.07
INVOICE: STMT/12-23	12/27/23		70361	P	12/29/23	101821 5260	MOTOR FUELS AND LUBRICANT	264.09
INVOICE: STMT/12-23	12/27/23		70361	P	12/29/23	101830 5260	MOTOR FUELS AND LUBRICANT	8,379.77
INVOICE: STMT/12-23	12/27/23		70361	P	12/29/23	651890 5260	MOTOR FUELS AND LUBRICANT	599.39
INVOICE: STMT/12-23	12/27/23		70361	P	12/29/23	101807 5260	MOTOR FUELS AND LUBRICANT	268.18
INVOICE: STMT/12-23	12/27/23		70361	P	12/29/23	101803 5260	MOTOR FUELS AND LUBRICANT	34.18
INVOICE: STMT/12-23	12/27/23		70361	P	12/29/23	101820 5260	MOTOR FUELS AND LUBRICANT	6,802.25
INVOICE: STMT/12-23	12/27/23		70361	P	12/29/23	101821 5260	MOTOR FUELS AND LUBRICANT	248.19

AP 1-5-24

PAID INVOICES REPORT

CHECK RUN:12/29-AV

TO FISCAL 2023/01 01/01/2023 TO 12/31/2023

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: STMT/12-23 12/27/23			70361	P	12/29/23	101830 5260	MOTOR FUELS AND LUBRICANT	1,785.03
INVOICE: STMT/12-23 12/27/23			70361	P	12/29/23	101845 5260	MOTOR FUELS AND LUBRICANT	90.20
INVOICE: STMT/12-23 12/27/23			70361	P	12/29/23	651890 5260	MOTOR FUELS AND LUBRICANT	141.03
INVOICE: STMT/12-23								
VENDOR TOTALS		.00	YTD INVOICED			43,213.15	YTD PAID	43,213.15
100165 ULTIMATE SAFETY CONCEPTS INC 12/21/23			70362	P	12/29/23	101821 5200	GENERAL SUPPLIES	629.23
INVOICE: 208940								
VENDOR TOTALS		.00	YTD INVOICED			2,989.23	YTD PAID	629.23
102868 WALT'S 12/27/23			70363	P	12/29/23	101 1200	ACCOUNTS RECEIVABLE	51.48
INVOICE: STMT/11-23 12/27/23			70363	P	12/29/23	101845 5260	MOTOR FUELS AND LUBRICANT	39.00
INVOICE: STMT/11-23 12/27/23			70363	P	12/29/23	651892 5260	MOTOR FUELS AND LUBRICANT	38.00
INVOICE: STMT/11-23								
VENDOR TOTALS		.00	YTD INVOICED			128.48	YTD PAID	128.48
100805 WEST CENTRAL SANITATION 11/30/23			70364	P	12/29/23	101 1370	PREPAID EXPENSES	71.83
INVOICE: 12963251								
VENDOR TOTALS		.00	YTD INVOICED			123.93	YTD PAID	71.83
100808 WEST CENTRAL TROPHIES 12/21/23			70365	P	12/29/23	101821 5460	PROFESSIONAL SERVICES	10.00
INVOICE: 8976								
VENDOR TOTALS		.00	YTD INVOICED			10.00	YTD PAID	10.00
101243 WILLMAR COMMUNITY EDUCATION 12/22/23			70366	P	12/29/23	101844 5460	PROFESSIONAL SERVICES	200.00
INVOICE: 2324-483								
VENDOR TOTALS		.00	YTD INVOICED			200.00	YTD PAID	200.00
REPORT TOTALS								457,684.53
TOTAL PRINTED CHECKS						COUNT	AMOUNT	
						40	457,684.53	

PAID INVOICES REPORT

CHECK RUN:12/29-AV

TO FISCAL 2023/01 01/01/2023 TO 12/31/2023

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
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PAID INVOICES REPORT

CHECK RUN:01/09-AV

TO FISCAL 2023/01 01/01/2023 TO 01/09/2024

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
103675 15TH STREET FLATS	12/12/23		70367	P	01/09/24	376807 5820	CONTRACTS	17,035.42
INVOICE: 122823								
VENDOR TOTALS		.00	YTD INVOICED			17,035.42	YTD PAID	17,035.42
103696 ACE ROLLOFFS & DISPOSAL	12/04/23		70368	P	01/09/24	651890 5360	CLEANING AND WASTE REMOVA	209.71
INVOICE: 241/12-23	12/04/23		70368	P	01/09/24	651890 5360	CLEANING AND WASTE REMOVA	24.35
INVOICE: 240/12-23	12/28/23		70368	P	01/09/24	101847 5360	CLEANING AND WASTE REMOVA	49.68
INVOICE: 233/12-23								
VENDOR TOTALS		.00	YTD INVOICED			662.01	YTD PAID	283.74
104001 AEHM, LLC	12/12/23		70369	P	01/09/24	101807 5830	TAX ABATEMENTS	4,350.00
INVOICE: 122923	12/12/23		70369	P	01/09/24	101807 5830	TAX ABATEMENTS	4,350.00
INVOICE: 122923	12/12/23		70369	P	01/09/24	101807 5830	TAX ABATEMENTS	4,350.00
INVOICE: 122923								
VENDOR TOTALS		.00	YTD INVOICED			13,050.00	YTD PAID	13,050.00
102061 ALEX AIR APPARATUS 2 LLC	12/15/23		70370	P	01/09/24	101821 5220	SMALL TOOLS	162.06
INVOICE: INV-49023	12/29/23		70370	P	01/09/24	101821 5220	SMALL TOOLS	3,238.00
INVOICE: INV-49108								
VENDOR TOTALS		.00	YTD INVOICED			3,400.06	YTD PAID	3,400.06
103136 ALPHA TRAINING & TACTICS LLC	12/15/23		70371	P	01/09/24	101820 5500	SAFETY PROGRAM	4,849.60
INVOICE: 2023-0391								
VENDOR TOTALS		.00	YTD INVOICED			4,919.60	YTD PAID	4,849.60
103557 AMAZON CAPITAL SERVICES	12/11/23		70372	P	01/09/24	101820 5220	SMALL TOOLS	258.74
INVOICE: 14TT-NH3N-3Q1D	12/21/23		70372	P	01/09/24	101803 5610	FURNITURE AND EQUIPMENT	27.99
INVOICE: 17M9-FRXXR-GG37	12/28/23		70372	P	01/09/24	101820 5200	GENERAL SUPPLIES	34.95
INVOICE: 1HQQ-K9F4-L3K9	12/28/23		70372	P	01/09/24	101809 5220	SMALL TOOLS	90.42
INVOICE: 11G3-LL6K-FN1K	12/28/23		70372	P	01/09/24	101820 5220	SMALL TOOLS	519.49
INVOICE: 1TJN-RN6D-Q3FT								

PAID INVOICES REPORT

CHECK RUN:01/09-AV

TO FISCAL 2023/01 01/01/2023 TO 01/09/2024

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS			.00 YTD INVOICED			2,454.55 YTD PAID		931.59
100057 AMERICAN WELDING & GAS INC	12/31/23		70373	P	01/09/24	101830 5300	MTCE. OF EQUIPMENT	84.85
INVOICE: 09821932								
VENDOR TOTALS			.00 YTD INVOICED			709.69 YTD PAID		84.85
102954 ANDERSON LAW OFFICES	12/21/23		70374	P	01/09/24	101808 5460	PROFESSIONAL SERVICES	19,881.80
INVOICE: 2436								
VENDOR TOTALS			.00 YTD INVOICED			40,098.30 YTD PAID		19,881.80
100051 ARAMARK	12/29/23		70375	P	01/09/24	101821 5420	RENTS	11.16
INVOICE: 2560205136	12/29/23		70375	P	01/09/24	101821 5420	RENTS	11.16
INVOICE: 2560207610	11/21/23		70376	P	01/09/24	101830 5420	RENTS	112.37
INVOICE: 2560202791	12/04/23		70375	P	01/09/24	101821 5420	RENTS	11.16
INVOICE: 2560202797	12/11/23		70375	P	01/09/24	101803 5420	RENTS	128.35
INVOICE: 2560205127	12/29/23		70375	P	01/09/24	101830 5420	RENTS	116.54
INVOICE: 2560207604	12/29/23		70375	P	01/09/24	101830 5420	RENTS	137.55
INVOICE: 2560210023	12/29/23		70375	P	01/09/24	101821 5420	RENTS	11.16
INVOICE: 2560210032								
VENDOR TOTALS			.00 YTD INVOICED			1,196.66 YTD PAID		539.45
101221 ASMUS/JULIE	12/28/23		70377	P	01/09/24	101802 5020	SALARIES-TEMP. EMPLOYEES	168.25
INVOICE: 010524								
VENDOR TOTALS			.00 YTD INVOICED			168.25 YTD PAID		168.25
103008 ASPEN MILLS	12/28/23		70378	P	01/09/24	101820 5500	SAFETY PROGRAM	32.90
INVOICE: 325530								
VENDOR TOTALS			.00 YTD INVOICED			281.71 YTD PAID		32.90
100075 AT&T MOBILITY	12/25/23		70379	P	01/09/24	101809 5290	COMMUNICATIONS	1,688.60
INVOICE: 287296610156x0103202								

City of Willmar

PAID INVOICES REPORT

CHECK RUN:01/09-AV

TO FISCAL 2023/01 01/01/2023 TO 01/09/2024

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		.00	YTD INVOICED			1,688.60	YTD PAID	1,688.60
104008 Bittersweet Autumn Inc.	01/02/24		70380	P	01/09/24	101804 5490	OTHER CHARGES/SERVICES	240.00
INVOICE: 91829								
VENDOR TOTALS		.00	YTD INVOICED			240.00	YTD PAID	240.00
900234 BLOOMINGTON BASH	12/29/23		70381	P	01/09/24	101846 5450	LICENSES AND TAXES	425.00
INVOICE: 010924								
VENDOR TOTALS		.00	YTD INVOICED			425.00	YTD PAID	425.00
101010 BOLTON & MENK INC	12/21/23		70382	P	01/09/24	430838 5460	PROFESSIONAL SERVICES	360.00
INVOICE: 0326706								
INVOICE: 12/21/23			70382	P	01/09/24	430838 5460	PROFESSIONAL SERVICES	794.50
INVOICE: 0326706								
VENDOR TOTALS		.00	YTD INVOICED			447,189.35	YTD PAID	1,154.50
103892 Bonnema/Ashley	12/29/23		70383	P	01/09/24	101847 5460	PROFESSIONAL SERVICES	230.00
INVOICE: 010924								
VENDOR TOTALS		.00	YTD INVOICED			230.00	YTD PAID	230.00
101980 BSE	12/22/23		70384	P	01/09/24	101820 5300	MTCE. OF EQUIPMENT	51.01
INVOICE: 927592219								
VENDOR TOTALS		.00	YTD INVOICED			1,859.12	YTD PAID	51.01
103993 Calibrations and Controls, Inc.	12/23/23		70385	P	01/09/24	651890 5300	MTCE. OF EQUIPMENT	2,450.00
INVOICE: 23875								
VENDOR TOTALS		.00	YTD INVOICED			13,401.65	YTD PAID	2,450.00
103647 CAPITAL ONE	11/27/23		70386	P	01/09/24	651890 5200	GENERAL SUPPLIES	33.14
INVOICE: 121523								
INVOICE: 12/29/23			70386	P	01/09/24	101821 5200	GENERAL SUPPLIES	50.82
INVOICE: 112023								
INVOICE: 12/29/23			70386	P	01/09/24	101820 5200	GENERAL SUPPLIES	51.92
INVOICE: 112123								
INVOICE: 12/29/23			70386	P	01/09/24	651890 5200	GENERAL SUPPLIES	33.14
INVOICE: 112723								

City of Willmar

PAID INVOICES REPORT

CHECK RUN:01/09-AV

TO FISCAL 2023/01 01/01/2023 TO 01/09/2024

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS			.00 YTD INVOICED			315.05 YTD PAID		169.02
102552 CARD SERVICES								
	12/02/23		70387	P	01/09/24	101845 5200	GENERAL SUPPLIES	27.98
INVOICE: 120223								
	12/02/23		70387	P	01/09/24	101845 5200	GENERAL SUPPLIES	8.07
INVOICE: 120323								
VENDOR TOTALS			.00 YTD INVOICED			156.52 YTD PAID		36.05
102547 CARRANZA/NOE								
	12/16/23		70388	P	01/09/24	101820 5460	PROFESSIONAL SERVICES	175.00
INVOICE: 122								
	12/17/23		70388	P	01/09/24	101820 5460	PROFESSIONAL SERVICES	140.00
INVOICE: 123								
	12/15/23		70388	P	01/09/24	101820 5460	PROFESSIONAL SERVICES	140.00
INVOICE: 120								
	12/15/23		70388	P	01/09/24	101820 5460	PROFESSIONAL SERVICES	140.00
INVOICE: 121								
	12/28/23		70388	P	01/09/24	101820 5460	PROFESSIONAL SERVICES	140.00
INVOICE: 127								
	12/28/23		70388	P	01/09/24	101820 5460	PROFESSIONAL SERVICES	140.00
INVOICE: 128								
	12/28/23		70388	P	01/09/24	101820 5460	PROFESSIONAL SERVICES	140.00
INVOICE: 129								
	12/28/23		70388	P	01/09/24	101820 5460	PROFESSIONAL SERVICES	140.00
INVOICE: 132								
	12/28/23		70388	P	01/09/24	101820 5460	PROFESSIONAL SERVICES	140.00
INVOICE: 131								
VENDOR TOTALS			.00 YTD INVOICED			1,715.00 YTD PAID		1,295.00
103390 CENTRACARE								
	12/02/23		70389	P	01/09/24	101820 5460	PROFESSIONAL SERVICES	32.50
INVOICE: RMH221								
VENDOR TOTALS			.00 YTD INVOICED			32.50 YTD PAID		32.50
100156 CHAPPELL CENTRAL INC								
	11/30/23		70390	P	01/09/24	651891 5300	MTCE. OF EQUIPMENT	148.50
INVOICE: SVC-114301								
	11/30/23		70390	P	01/09/24	651891 5300	MTCE. OF EQUIPMENT	147.97
INVOICE: SVC-114311								
	11/30/23		70390	P	01/09/24	651891 5300	MTCE. OF EQUIPMENT	148.50
INVOICE: SVC-114300								
	11/30/23		70390	P	01/09/24	651890 5300	MTCE. OF EQUIPMENT	618.75
INVOICE: SVC-114329								
	12/28/23		70390	P	01/09/24	101847 5310	MTCE. OF STRUCTURES	198.00
INVOICE: SVC-114327								
	11/30/23		70390	P	01/09/24	101803 5310	MTCE. OF STRUCTURES	215.19

PAID INVOICES REPORT

CHECK RUN:01/09-AV

TO FISCAL 2023/01 01/01/2023 TO 01/09/2024

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: SVC-114514								
VENDOR TOTALS			.00 YTD INVOICED			1,650.16 YTD PAID		1,476.91
101708 CINTAS CORPORATION	12/28/23		70391	P	01/09/24	101845 5200	GENERAL SUPPLIES	137.10
INVOICE: 5189973055	12/28/23		70391	P	01/09/24	101845 5200	GENERAL SUPPLIES	24.55
INVOICE: 5149792837								
VENDOR TOTALS			.00 YTD INVOICED			161.65 YTD PAID		161.65
102984 CODE 4 SERVICES INC	12/01/23		70392	P	01/09/24	450820 5620	MACHINERY AND AUTO	13,918.58
INVOICE: 9018	12/01/23		70392	P	01/09/24	450820 5620	MACHINERY AND AUTO	13,656.00
INVOICE: 9019	12/01/23		70392	P	01/09/24	450820 5620	MACHINERY AND AUTO	7,671.59
INVOICE: 9020	12/01/23		70392	P	01/09/24	450820 5620	MACHINERY AND AUTO	3,204.77
INVOICE: 9021	12/01/23		70392	P	01/09/24	450820 5620	MACHINERY AND AUTO	23,519.00
INVOICE: 9022	12/06/23		70392	P	01/09/24	101820 5400	SUBSCRIPTIONS AND MEMBERS	11,397.24
INVOICE: 9036								
VENDOR TOTALS			.00 YTD INVOICED			73,367.18 YTD PAID		73,367.18
103677 COORDINATED BUSINESS SYSTEMS	12/29/23		70393	P	01/09/24	208850 5210	OFFICE SUPPLIES	116.09
INVOICE: INV348972								
VENDOR TOTALS			.00 YTD INVOICED			346.11 YTD PAID		116.09
100186 CROW CHEMICAL & LIGHTING	11/29/23		70394	P	01/09/24	101830 5200	GENERAL SUPPLIES	174.30
INVOICE: 125859	12/07/23		70394	P	01/09/24	651890 5200	GENERAL SUPPLIES	247.00
INVOICE: 126034								
VENDOR TOTALS			.00 YTD INVOICED			679.40 YTD PAID		421.30
103260 CROW RIVER CONSTRUCTION LLC	12/19/23		70395	P	01/09/24	101830 5320	MTCE. OF OTHER IMPROVE	1,500.00
INVOICE: 7772								
VENDOR TOTALS			.00 YTD INVOICED			1,500.00 YTD PAID		1,500.00
104010 Dahlseid/Heather	01/08/24		70396	P	01/09/24	101 2260	DEPOSITS	100.00
INVOICE: 0007971								

PAID INVOICES REPORT

CHECK RUN:01/09-AV

TO FISCAL 2023/01 01/01/2023 TO 01/09/2024

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS			.00 YTD INVOICED			100.00 YTD PAID		100.00
100222 DUININCK INC	12/29/23		70397	P	01/09/24	420844 5320	MTCE. OF OTHER IMPROVE	89,619.82
INVOICE: Final Pay App #5	12/06/23		70397	P	01/09/24	101830 5320	MTCE. OF OTHER IMPROVE	2,862.00
INVOICE: 558575								
VENDOR TOTALS			.00 YTD INVOICED			191,103.87 YTD PAID		92,481.82
100231 ED'S SERVICE CENTER & SALES	12/28/23		70398	P	01/09/24	101820 5490	OTHER CHARGES/SERVICES	175.00
INVOICE: 146719	12/28/23		70398	P	01/09/24	101820 5490	OTHER CHARGES/SERVICES	175.00
INVOICE: 146523								
VENDOR TOTALS			.00 YTD INVOICED			995.00 YTD PAID		350.00
102443 EXCEL OVERHEAD DOOR	12/27/23		70399	P	01/09/24	101830 5310	MTCE. OF STRUCTURES	3,821.45
INVOICE: 42145								
VENDOR TOTALS			.00 YTD INVOICED			3,950.10 YTD PAID		3,821.45
102172 FANCY COATS	12/12/23		70400	P	01/09/24	101820 5460	PROFESSIONAL SERVICES	364.00
INVOICE: 54699								
VENDOR TOTALS			.00 YTD INVOICED			420.00 YTD PAID		364.00
103002 FARM-RITE EQUIPMENT	12/27/23		70401	P	01/09/24	101 1350	INVENTORIES-MDSE FOR RESA	11.37
INVOICE: P48731								
VENDOR TOTALS			.00 YTD INVOICED			1,103.59 YTD PAID		11.37
100993 FELT/JAMES E	11/29/23		70402	P	01/09/24	101820 5380	MEALS GENERAL TRAVEL	86.53
INVOICE: 122623	12/28/23		70402	P	01/09/24	101820 5380	MEALS GENERAL TRAVEL	166.29
INVOICE: 010523	12/28/23		70402	P	01/09/24	101820 5200	GENERAL SUPPLIES	15.06
INVOICE: 010523								
VENDOR TOTALS			.00 YTD INVOICED			415.49 YTD PAID		267.88
100810 FERGUSON ENTERPRISES INC	12/20/23		70403	P	01/09/24	101830 5310	MTCE. OF STRUCTURES	370.94
INVOICE: 9553266	12/19/23		70403	P	01/09/24	651890 5300	MTCE. OF EQUIPMENT	96.76

PAID INVOICES REPORT

CHECK RUN:01/09-AV

TO FISCAL 2023/01 01/01/2023 TO 01/09/2024

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 9548525	12/22/23		70403	P	01/09/24	101830 5310	MTCE. OF STRUCTURES	6.09
INVOICE: 9559162								
VENDOR TOTALS		.00 YTD INVOICED				473.79 YTD PAID		473.79
100775 FIRST CHOICE FOOD & BEVERAGE	12/15/23		70404	P	01/09/24	101845 5200	GENERAL SUPPLIES	491.40
INVOICE: 2107:034716	12/28/23		70404	P	01/09/24	101845 5200	GENERAL SUPPLIES	1,754.40
INVOICE: 2107:034733	01/08/24		70404	P	01/09/24	101847 5200	GENERAL SUPPLIES	140.00
INVOICE: 2107:034097								
VENDOR TOTALS		.00 YTD INVOICED				2,385.80 YTD PAID		2,385.80
102484 FISCHER/BETH	12/29/23		70405	P	01/09/24	208850 5370	CONFERENCE SCHOOL TRAVEL	2,973.05
INVOICE: 010924								
VENDOR TOTALS		.00 YTD INVOICED				3,073.05 YTD PAID		2,973.05
101449 FLAHERTY & HOOD P.A.	12/21/23		70406	P	01/09/24	101820 5275	LEGAL	20.50
INVOICE: 01052024								
VENDOR TOTALS		.00 YTD INVOICED				25,497.59 YTD PAID		20.50
102973 FLEETPRIDE	12/19/23		70407	P	01/09/24	101 1350	INVENTORIES-MDSE FOR RESA	27.06
INVOICE: 113391367	12/18/23		70407	P	01/09/24	101 1350	INVENTORIES-MDSE FOR RESA	12.12
INVOICE: 113353449	12/14/23		70407	P	01/09/24	101 1350	INVENTORIES-MDSE FOR RESA	120.88
INVOICE: 113288606	12/28/23		70407	P	01/09/24	101 1350	INVENTORIES-MDSE FOR RESA	73.47
INVOICE: 113529730	12/26/23		70407	P	01/09/24	101 1350	INVENTORIES-MDSE FOR RESA	189.37
INVOICE: 113482164								
VENDOR TOTALS		.00 YTD INVOICED				1,173.85 YTD PAID		422.90
103995 Flock Group Inc	12/28/23		70408	P	01/09/24	800820 5420	RENTS	2,560.00
INVOICE: INV-28964	12/28/23		70408	P	01/09/24	801820 5420	RENTS	3,190.00
INVOICE: INV-28964	12/28/23		70408	P	01/09/24	101820 5420	RENTS	6,000.00
INVOICE: INV-28964	12/28/23		70408	P	01/09/24	101820 5420	RENTS	9,450.00
INVOICE: INV-29224								

City of Willmar

PAID INVOICES REPORT

CHECK RUN:01/09-AV

TO FISCAL 2023/01 01/01/2023 TO 01/09/2024

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS			.00 YTD INVOICED			21,200.00 YTD PAID		21,200.00
102269 FORUM COMMUNICATIONS COMPANY	11/30/23		70409 P	01/09/24	101807	5330	PRINTING AND PUBLISHING	59.92
INVOICE: I2023.00099791	11/30/23		70409 P	01/09/24	101807	5330	PRINTING AND PUBLISHING	49.94
INVOICE: I2023.00099792	11/30/23		70409 P	01/09/24	101807	5330	PRINTING AND PUBLISHING	36.62
INVOICE: I2023.00099796								
VENDOR TOTALS			.00 YTD INVOICED			1,136.82 YTD PAID		146.48
103998 Foxhole Brewhouse Inc.	12/28/23		70410 P	01/09/24	101801	5480	REFUNDS AND REIMBURSEMENT	62.50
INVOICE: 122823								
VENDOR TOTALS			.00 YTD INVOICED			62.50 YTD PAID		62.50
101791 FP MAILING SOLUTIONS	12/03/23		70411 P	01/09/24	101820	5420	RENTS	174.21
INVOICE: RI106016986								
VENDOR TOTALS			.00 YTD INVOICED			174.21 YTD PAID		174.21
103459 FRAMEWORK INC	12/29/23		70412 P	01/09/24	208850	5290	COMMUNICATIONS	1,125.00
INVOICE: 003226								
VENDOR TOTALS			.00 YTD INVOICED			1,125.00 YTD PAID		1,125.00
100293 GENERAL MAILING SERVICES	12/29/23		70413 P	01/09/24	208851	5270	POSTAGE	2.80
INVOICE: 68683	12/27/23		70413 P	01/09/24	101801	5270	POSTAGE	11.34
INVOICE: 68422	12/27/23		70413 P	01/09/24	101803	5270	POSTAGE	20.00
INVOICE: 68422	12/27/23		70413 P	01/09/24	101810	5270	POSTAGE	.81
INVOICE: 68422	12/27/23		70413 P	01/09/24	101807	5270	POSTAGE	17.82
INVOICE: 68422	12/27/23		70413 P	01/09/24	101804	5270	POSTAGE	68.65
INVOICE: 68422	12/27/23		70413 P	01/09/24	101806	5270	POSTAGE	34.02
INVOICE: 68422	12/27/23		70413 P	01/09/24	101821	5270	POSTAGE	1.62
INVOICE: 68422	12/27/23		70413 P	01/09/24	651890	5270	POSTAGE	1.62
INVOICE: 68422	12/27/23		70413 P	01/09/24	101803	5270	POSTAGE	20.00

City of Willmar

PAID INVOICES REPORT

CHECK RUN:01/09-AV

TO FISCAL 2023/01 01/01/2023 TO 01/09/2024

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 68461	12/27/23		70413	P	01/09/24	101807 5270	POSTAGE	22.55
INVOICE: 68461	12/27/23		70413	P	01/09/24	101804 5270	POSTAGE	17.20
INVOICE: 68461	12/27/23		70413	P	01/09/24	101806 5270	POSTAGE	44.55
INVOICE: 68461	12/27/23		70413	P	01/09/24	101821 5270	POSTAGE	.81
INVOICE: 68461	12/21/23		70413	P	01/09/24	205807 5460	PROFESSIONAL SERVICES	2,969.44
INVOICE: 68546	01/02/24		70413	P	01/09/24	101803 5270	POSTAGE	20.00
INVOICE: 68505	01/02/24		70413	P	01/09/24	101801 5270	POSTAGE	16.16
INVOICE: 68505	01/02/24		70413	P	01/09/24	101807 5270	POSTAGE	52.60
INVOICE: 68505	01/02/24		70413	P	01/09/24	101804 5270	POSTAGE	179.76
INVOICE: 68505	01/02/24		70413	P	01/09/24	101806 5270	POSTAGE	88.18
INVOICE: 68505	01/02/24		70413	P	01/09/24	101821 5270	POSTAGE	4.05
INVOICE: 68505	01/02/24		70413	P	01/09/24	101803 5270	POSTAGE	.81
INVOICE: 68505	01/02/24		70413	P	01/09/24	101803 5270	POSTAGE	20.00
INVOICE: 68640	01/02/24		70413	P	01/09/24	101807 5270	POSTAGE	10.68
INVOICE: 68640	01/02/24		70413	P	01/09/24	101804 5270	POSTAGE	11.22
INVOICE: 68640	01/02/24		70413	P	01/09/24	101806 5270	POSTAGE	30.65
INVOICE: 68640	12/28/23		70413	P	01/09/24	101820 5270	POSTAGE	73.66
INVOICE: 68616								
VENDOR TOTALS			.00	YTD INVOICED		4,161.81	YTD PAID	3,741.00
100786 GRAINGER INC	12/28/23		70414	P	01/09/24	101845 5300	MTCE. OF EQUIPMENT	297.20
INVOICE: 9931305891	12/20/23		70414	P	01/09/24	651890 5300	MTCE. OF EQUIPMENT	56.34
INVOICE: 9941638299	12/20/23		70414	P	01/09/24	651890 5200	GENERAL SUPPLIES	120.13
INVOICE: 9941147549	12/27/23		70414	P	01/09/24	651890 5300	MTCE. OF EQUIPMENT	389.42
INVOICE: 9945660182	12/26/23		70414	P	01/09/24	651890 5200	GENERAL SUPPLIES	6.93
INVOICE: 9944915835								

City of Willmar

PAID INVOICES REPORT

CHECK RUN:01/09-AV

TO FISCAL 2023/01 01/01/2023 TO 01/09/2024

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		.00	YTD INVOICED			1,518.09	YTD PAID	870.02
101504 GREENSPRING MEDIA GROUP	12/29/23		70415	P	01/09/24	208851 5471	CONFERENCE CONVENTIONS	1,670.00
INVOICE: 2023ci-10442								
VENDOR TOTALS		.00	YTD INVOICED			1,670.00	YTD PAID	1,670.00
100321 HANSEN ADVERTISING SPECIALTIES	12/29/23		70416	P	01/09/24	208851 5471	CONFERENCE CONVENTIONS	1,920.00
INVOICE: 49155	12/29/23		70416	P	01/09/24	208851 5473	SPORT PROMOTIONS	911.16
INVOICE: 49350	12/29/23		70416	P	01/09/24	208851 5472	LEISURE TRAVEL	616.96
INVOICE: 49478	12/29/23		70416	P	01/09/24	208851 5473	SPORT PROMOTIONS	1,933.65
INVOICE: 49508	12/29/23		70416	P	01/09/24	208851 5471	CONFERENCE CONVENTIONS	558.22
INVOICE: 49509	12/29/23		70416	P	01/09/24	208851 5471	CONFERENCE CONVENTIONS	351.45
INVOICE: 49510	12/29/23		70416	P	01/09/24	208851 5473	SPORT PROMOTIONS	993.96
INVOICE: 49511	12/29/23		70416	P	01/09/24	208851 5471	CONFERENCE CONVENTIONS	1,036.64
INVOICE: 49512	12/29/23		70416	P	01/09/24	208851 5472	LEISURE TRAVEL	1,312.65
INVOICE: 49513	12/29/23		70416	P	01/09/24	208851 5472	LEISURE TRAVEL	616.55
INVOICE: 49514	12/29/23		70416	P	01/09/24	208851 5471	CONFERENCE CONVENTIONS	3,029.22
INVOICE: 49516	12/29/23		70416	P	01/09/24	208851 5471	CONFERENCE CONVENTIONS	550.43
INVOICE: 49515	12/29/23		70416	P	01/09/24	208851 5472	LEISURE TRAVEL	1,242.89
INVOICE: 49517								
VENDOR TOTALS		.00	YTD INVOICED			17,366.74	YTD PAID	15,073.78
102608 HARTLAND OFFICIALS ASSOCIATION	01/02/24		70417	P	01/09/24	101844 5460	PROFESSIONAL SERVICES	1,352.00
INVOICE: 122923								
VENDOR TOTALS		.00	YTD INVOICED			1,352.00	YTD PAID	1,352.00
102609 HAUG-KUBOTA LLC	12/14/23		70418	P	01/09/24	101 1350	INVENTORIES-MDSE FOR RESA	1,575.93
INVOICE: 31875R	12/14/23		70418	P	01/09/24	101 1350	INVENTORIES-MDSE FOR RESA	-863.79
INVOICE: 22910								

PAID INVOICES REPORT

CHECK RUN:01/09-AV

TO FISCAL 2023/01 01/01/2023 TO 01/09/2024

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 115441	12/13/23		70425	P	01/09/24	651890 5200	GENERAL SUPPLIES	39.00
INVOICE: 115737	12/20/23		70425	P	01/09/24	651890 5200	GENERAL SUPPLIES	32.00
INVOICE: 115979	12/20/23		70425	P	01/09/24	651890 5200	GENERAL SUPPLIES	25.00
INVOICE: 115982	12/29/23		70425	P	01/09/24	101803 5420	RENTS	46.00
INVOICE: ER1801-3-072	12/29/23		70425	P	01/09/24	651890 5200	GENERAL SUPPLIES	560.85
INVOICE: 116249	12/29/23		70425	P	01/09/24	651890 5420	RENTS	1.00
INVOICE: CR1711-3-149	12/29/23		70425	P	01/09/24	651890 5420	RENTS	2.00
INVOICE: CR1711-3-161								
VENDOR TOTALS			.00	YTD INVOICED		1,047.40	YTD PAID	737.85
100867 KANDI STEEL AND FAB	12/27/23		70427	P	01/09/24	101844 5320	MTCE. OF OTHER IMPROVE	71.00
INVOICE: 5919								
VENDOR TOTALS			.00	YTD INVOICED		143.80	YTD PAID	71.00
100376 KANDIYOHI CO	AUDITOR		70428	P	01/09/24	101820 5300	MTCE. OF EQUIPMENT	1,000.00
INVOICE: 4	07/12/23		70428	P	01/09/24	101804 5400	SUBSCRIPTIONS AND MEMBERS	1,135.00
INVOICE: 013023	12/21/23							
VENDOR TOTALS			.00	YTD INVOICED		2,583.40	YTD PAID	2,135.00
100341 KANDIYOHI CO	H.R.A.		70429	P	01/09/24	212807 5490	OTHER CHARGES/SERVICES	2,900.00
INVOICE: 010924	12/29/23							
VENDOR TOTALS			.00	YTD INVOICED		406,250.00	YTD PAID	2,900.00
103138 KING'S ELECTRIC LLC	06/21/23		70430	P	01/09/24	101803 5310	MTCE. OF STRUCTURES	157.50
INVOICE: 2518	12/22/23		70430	P	01/09/24	101821 5310	MTCE. OF STRUCTURES	148.88
INVOICE: 2796	12/29/23		70430	P	01/09/24	651890 5320	MTCE. OF OTHER IMPROVE	4,977.72
INVOICE: 2692								
VENDOR TOTALS			.00	YTD INVOICED		11,653.81	YTD PAID	5,284.10
101646 LAKESIDE PRESS	12/29/23		70431	P	01/09/24	208851 5475	VISITORS GUIDE	18,850.00
INVOICE: 11973								

City of Willmar

PAID INVOICES REPORT

CHECK RUN:01/09-AV

TO FISCAL 2023/01 01/01/2023 TO 01/09/2024

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS			.00 YTD INVOICED			18,850.00 YTD PAID		18,850.00
103624 LINK SUPPORT SERVICES LLC	12/28/23		70432 P	01/09/24	651890	5300	MTCE. OF EQUIPMENT	1,150.00
INVOICE: 1941			70432 P	01/09/24	651890	5300	MTCE. OF EQUIPMENT	600.00
INVOICE: 1942								
VENDOR TOTALS			.00 YTD INVOICED			1,750.00 YTD PAID		1,750.00
103433 LLOYD/KELSEY	12/22/23		70433 P	01/09/24	101820	5370	CONFERENCE SCHOOL TRAVEL	79.76
INVOICE: 122223								
VENDOR TOTALS			.00 YTD INVOICED			79.76 YTD PAID		79.76
102593 LOFFLER COMPANIES	01/05/24		70434 P	01/09/24	101806	5490	OTHER CHARGES/SERVICES	226.59
INVOICE: 4577281								
VENDOR TOTALS			.00 YTD INVOICED			260.93 YTD PAID		226.59
103884 LUMICHRON	12/29/23		70435 P	01/09/24	235807	5320	MTCE. OF OTHER IMPROVE	4,336.75
INVOICE: 128176								
VENDOR TOTALS			.00 YTD INVOICED			4,336.75 YTD PAID		4,336.75
100424 M-R SIGN CO INC	12/12/23		70436 P	01/09/24	101830	5320	MTCE. OF OTHER IMPROVE	359.24
INVOICE: 222636			70436 P	01/09/24	101830	5320	MTCE. OF OTHER IMPROVE	438.95
INVOICE: 222717								
VENDOR TOTALS			.00 YTD INVOICED			2,738.18 YTD PAID		798.19
103999 Mack's Auto Repair	12/28/23		70437 P	01/09/24	101820	5300	MTCE. OF EQUIPMENT	3,022.34
INVOICE: 8022								
VENDOR TOTALS			.00 YTD INVOICED			3,022.34 YTD PAID		3,022.34
100427 MACQUEEN EQUIPMENT INC	12/13/23		70438 P	01/09/24	101	1350	INVENTORIES-MDSE FOR RESA	56.76
INVOICE: P54485								
VENDOR TOTALS			.00 YTD INVOICED			56.76 YTD PAID		56.76
101121 MAGNUSON SHEET METAL INC	12/28/23		70439 P	01/09/24	101845	5300	MTCE. OF EQUIPMENT	133.50

City of Willmar

PAID INVOICES REPORT

CHECK RUN:01/09-AV

TO FISCAL 2023/01 01/01/2023 TO 01/09/2024

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 147165								
VENDOR TOTALS			.00 YTD INVOICED			2,482.00 YTD PAID		133.50
101838 MARCO TECHNOLOGIES LLC								
12/27/23			70440	P	01/09/24	101809 5490	OTHER CHARGES/SERVICES	19.77
INVOICE: 518852124			70440	P	01/09/24	101809 5400	SUBSCRIPTIONS AND MEMBERS	70.13
12/27/23								
INVOICE: 518851688			70440	P	01/09/24	101809 5490	OTHER CHARGES/SERVICES	14.88
12/27/23								
INVOICE: 518851688								
VENDOR TOTALS			.00 YTD INVOICED			1,147.00 YTD PAID		104.78
103997 Marcus/Jeremy								
12/21/23			70441	P	01/09/24	101845 5490	OTHER CHARGES/SERVICES	242.42
INVOICE: 770								
VENDOR TOTALS			.00 YTD INVOICED			242.42 YTD PAID		242.42
100446 MCMASTER-CARR SUPPLY CO								
12/15/23			70442	P	01/09/24	651890 5300	MTCE. OF EQUIPMENT	31.59
INVOICE: 19184724								
VENDOR TOTALS			.00 YTD INVOICED			31.59 YTD PAID		31.59
100449 MENARDS								
12/29/23			70443	P	01/09/24	811830 5200	GENERAL SUPPLIES	39.97
INVOICE: 68090			70443	P	01/09/24	811830 5200	GENERAL SUPPLIES	279.86
12/29/23								
INVOICE: 67994			70443	P	01/09/24	811830 5200	GENERAL SUPPLIES	79.96
12/29/23								
INVOICE: 67982			70443	P	01/09/24	651890 5200	GENERAL SUPPLIES	127.70
12/21/23								
INVOICE: 70616			70444	P	01/09/24	651890 5200	GENERAL SUPPLIES	25.94
12/26/23								
INVOICE: 70759			70443	P	01/09/24	101830 5220	SMALL TOOLS	114.99
12/26/23								
INVOICE: 70747			70444	P	01/09/24	101845 5220	SMALL TOOLS	25.96
12/28/23								
INVOICE: 70145			70443	P	01/09/24	101845 5360	CLEANING AND WASTE REMOVA	138.94
12/28/23								
INVOICE: 70285			70443	P	01/09/24	101844 5310	MTCE. OF STRUCTURES	114.10
12/28/23								
INVOICE: 69936			70443	P	01/09/24	101844 5310	MTCE. OF STRUCTURES	174.81
12/28/23								
INVOICE: 69726			70444	P	01/09/24	101847 5310	MTCE. OF STRUCTURES	21.42
12/28/23								
INVOICE: 64869			70443	P	01/09/24	101847 5310	MTCE. OF STRUCTURES	44.80
12/28/23								
INVOICE: 63741								

City of Willmar

PAID INVOICES REPORT

CHECK RUN:01/09-AV

TO FISCAL 2023/01 01/01/2023 TO 01/09/2024

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	12/28/23		70445	P	01/09/24	101847 5310	MTCE. OF STRUCTURES	3.48
INVOICE: 63477	12/28/23		70443	P	01/09/24	101847 5310	MTCE. OF STRUCTURES	38.96
INVOICE: 63289	12/28/23		70443	P	01/09/24	101847 5310	MTCE. OF STRUCTURES	49.73
INVOICE: 61862	12/28/23		70445	P	01/09/24	101847 5310	MTCE. OF STRUCTURES	1.89
INVOICE: 61236	12/28/23		70445	P	01/09/24	101847 5200	GENERAL SUPPLIES	12.98
INVOICE: 61147	12/28/23		70445	P	01/09/24	101847 5200	GENERAL SUPPLIES	4.19
INVOICE: 66006	12/28/23		70444	P	01/09/24	101847 5310	MTCE. OF STRUCTURES	25.99
INVOICE: 65664	12/28/23		70444	P	01/09/24	101847 5200	GENERAL SUPPLIES	30.27
INVOICE: 65619	12/28/23		70444	P	01/09/24	101847 5200	GENERAL SUPPLIES	26.98
INVOICE: 65465	12/28/23		70445	P	01/09/24	101847 5200	GENERAL SUPPLIES	10.04
INVOICE: 66564	12/28/23		70445	P	01/09/24	101847 5200	GENERAL SUPPLIES	14.98
INVOICE: 66444	12/28/23		70445	P	01/09/24	101847 5310	MTCE. OF STRUCTURES	4.56
INVOICE: 66392	12/28/23		70445	P	01/09/24	101847 5200	GENERAL SUPPLIES	8.98
INVOICE: 67941	12/28/23		70444	P	01/09/24	101847 5200	GENERAL SUPPLIES	27.59
INVOICE: 67332	12/28/23		70445	P	01/09/24	101847 5200	GENERAL SUPPLIES	5.66
INVOICE: 67208	12/28/23		70445	P	01/09/24	101847 5200	GENERAL SUPPLIES	12.01
INVOICE: 67091	10/05/23		70444	P	01/09/24	101830 5200	GENERAL SUPPLIES	29.94
INVOICE: 66569	10/10/23		70444	P	01/09/24	101830 5220	SMALL TOOLS	31.38
INVOICE: 66851	11/01/23		70443	P	01/09/24	101830 5200	GENERAL SUPPLIES	279.86
INVOICE: 1167994	11/08/23		70445	P	01/09/24	101803 5220	SMALL TOOLS	7.80
INVOICE: 68370	11/15/23		70445	P	01/09/24	101821 5310	MTCE. OF STRUCTURES	6.49
INVOICE: 68718	05/19/23		70444	P	01/09/24	101821 5210	OFFICE SUPPLIES	11.96
INVOICE: 58554	05/19/23		70444	P	01/09/24	101821 5310	MTCE. OF STRUCTURES	4.97
INVOICE: 58554	05/19/23		70444	P	01/09/24	101821 5310	MTCE. OF STRUCTURES	4.97
INVOICE: 58554	05/19/23		70444	P	01/09/24	101821 5310	MTCE. OF STRUCTURES	13.98
INVOICE: 58554	11/20/23		70444	P	01/09/24	101843 5200	GENERAL SUPPLIES	38.83

City of Willmar

PAID INVOICES REPORT

CHECK RUN:01/09-AV

TO FISCAL 2023/01 01/01/2023 TO 01/09/2024

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 68952	12/27/23		70445	P	01/09/24	101830 5200	GENERAL SUPPLIES	1.98
INVOICE: 70804	12/12/23		70443	P	01/09/24	235807 5490	OTHER CHARGES/SERVICES	39.92
INVOICE: 58498	12/29/23		70444	P	01/09/24	101830 5200	GENERAL SUPPLIES	31.15
INVOICE: 70902	12/29/23		70444	P	01/09/24	101830 5200	GENERAL SUPPLIES	25.98
INVOICE: 70903	12/21/23		70443	P	01/09/24	101801 5490	OTHER CHARGES/SERVICES	57.94
INVOICE: 65336	01/04/24		70444	P	01/09/24	101830 5310	MTCE. OF STRUCTURES	-28.04
INVOICE: 71149	01/04/24		70445	P	01/09/24	101830 5310	MTCE. OF STRUCTURES	2.74
INVOICE: 71150	01/03/24		70443	P	01/09/24	101830 5310	MTCE. OF STRUCTURES	39.96
INVOICE: 71093	12/28/23		70444	P	01/09/24	101820 5200	GENERAL SUPPLIES	25.97
INVOICE: 70928								
VENDOR TOTALS			.00	YTD INVOICED		4,854.29	YTD PAID	2,094.52
102699 MIKE'S SMALL ENGINE CENTER	12/21/23		70446	P	01/09/24	101830 5500	SAFETY PROGRAM	179.98
INVOICE: 17448	12/21/23		70446	P	01/09/24	101830 5260	MOTOR FUELS AND LUBRICANT	107.96
INVOICE: 17448	12/21/23		70446	P	01/09/24	101830 5300	MTCE. OF EQUIPMENT	173.81
INVOICE: 17448	01/04/24		70446	P	01/09/24	101830 5220	SMALL TOOLS	168.98
INVOICE: 28332								
VENDOR TOTALS			.00	YTD INVOICED		1,479.38	YTD PAID	630.73
103729 MILLS PARTS CENTER	12/28/23		70447	P	01/09/24	101 1350	INVENTORIES-MDSE FOR RESA	218.14
INVOICE: 6065306								
VENDOR TOTALS			.00	YTD INVOICED		218.14	YTD PAID	218.14
100522 MN DEPT OF LABOR & INDUSTRY	12/19/23		70448	P	01/09/24	651890 5450	LICENSES AND TAXES	20.00
INVOICE: 6663								
VENDOR TOTALS			.00	YTD INVOICED		392.53	YTD PAID	20.00
100873 MOTOR SPORTS OF WILLMAR	12/21/23		70449	P	01/09/24	651890 5260	MOTOR FUELS AND LUBRICANT	99.96
INVOICE: 2315185								

PAID INVOICES REPORT

CHECK RUN:01/09-AV

TO FISCAL 2023/01 01/01/2023 TO 01/09/2024

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		.00	YTD INVOICED			99.96	YTD PAID	99.96
101797 MOTOROLA SOLUTIONS INC	12/08/23		70450	P	01/09/24	101820 5220	SMALL TOOLS	5,987.52
INVOICE: 8281777499	12/21/23		70450	P	01/09/24	101820 5220	SMALL TOOLS	15,788.64
INVOICE: 8281787513								
VENDOR TOTALS		.00	YTD INVOICED			21,776.16	YTD PAID	21,776.16
103756 MR. CLEAN WILLMAR CLEANING SER	12/28/23		70451	P	01/09/24	101844 5460	PROFESSIONAL SERVICES	780.00
INVOICE: STMT/11-23								
VENDOR TOTALS		.00	YTD INVOICED			780.00	YTD PAID	780.00
100544 MVTI LABORATORIES INC	12/26/23		70452	P	01/09/24	651890 5460	PROFESSIONAL SERVICES	289.30
INVOICE: 1232974	12/22/23		70452	P	01/09/24	651890 5460	PROFESSIONAL SERVICES	58.30
INVOICE: 1231765								
VENDOR TOTALS		.00	YTD INVOICED			1,637.90	YTD PAID	347.60
101627 NCL OF WISCONSIN INC	12/21/23		70453	P	01/09/24	651890 5200	GENERAL SUPPLIES	1,082.67
INVOICE: 497236								
VENDOR TOTALS		.00	YTD INVOICED			1,082.67	YTD PAID	1,082.67
103502 NELSON SANITATION & RENTAL INC	12/22/23		70454	P	01/09/24	651891 5490	OTHER CHARGES/SERVICES	880.00
INVOICE: INV/2023/17748								
VENDOR TOTALS		.00	YTD INVOICED			880.00	YTD PAID	880.00
103690 NEO ELECTRICAL SOLUTIONS	12/29/23		70455	P	01/09/24	230838 5320	MTCE. OF OTHER IMPROVE	3,620.00
INVOICE: 6521								
VENDOR TOTALS		.00	YTD INVOICED			11,570.00	YTD PAID	3,620.00
100585 NORTHERN STATES SUPPLY	12/12/23		70456	P	01/09/24	101807 5500	SAFETY PROGRAM	95.36
INVOICE: 10-616518	12/27/23		70456	P	01/09/24	101830 5220	SMALL TOOLS	37.59
INVOICE: 10-616801	12/27/23		70456	P	01/09/24	101830 5220	SMALL TOOLS	136.57
INVOICE: 10-616764								

City of Willmar

PAID INVOICES REPORT

CHECK RUN:01/09-AV

TO FISCAL 2023/01 01/01/2023 TO 01/09/2024

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS			.00 YTD INVOICED			550.23 YTD PAID		269.52
100650 O'REILLY AUTOMOTIVE INC	12/21/23		70457	P	01/09/24	101820 5300	MTCE. OF EQUIPMENT	5.59
INVOICE: 1528-112607	12/20/23		70457	P	01/09/24	101 1350	INVENTORIES-MDSE FOR RESA	149.99
INVOICE: 1528-112443	12/28/23		70457	P	01/09/24	101820 5220	SMALL TOOLS	27.00
INVOICE: 1528-113622	12/28/23		70457	P	01/09/24	101820 5200	GENERAL SUPPLIES	7.98
INVOICE: 1528-113583								
VENDOR TOTALS			.00 YTD INVOICED			232.01 YTD PAID		190.56
100604 PERKINS LUMBER CO INC	12/29/23		70458	P	01/09/24	101830 5310	MTCE. OF STRUCTURES	179.96
INVOICE: 2312-2255770	12/29/23		70458	P	01/09/24	101807 5200	GENERAL SUPPLIES	140.31
INVOICE: 2312-225593								
VENDOR TOTALS			.00 YTD INVOICED			1,668.24 YTD PAID		320.27
103109 RDO EQUIPMENT CO	12/29/23		70459	P	01/09/24	101 1350	INVENTORIES-MDSE FOR RESA	157.87
INVOICE: P9119811								
VENDOR TOTALS			.00 YTD INVOICED			640.28 YTD PAID		157.87
103837 ROBERT HALF	12/29/23		70460	P	01/09/24	101806 5460	PROFESSIONAL SERVICES	1,495.00
INVOICE: 63026936								
VENDOR TOTALS			.00 YTD INVOICED			8,441.00 YTD PAID		1,495.00
103867 RS AMERICAS INC	08/16/23		70461	P	01/09/24	651890 5300	MTCE. OF EQUIPMENT	231.10
INVOICE: 9018274038	09/27/23		70461	P	01/09/24	651890 5300	MTCE. OF EQUIPMENT	527.40
INVOICE: 9018441624								
VENDOR TOTALS			.00 YTD INVOICED			758.50 YTD PAID		758.50
101418 RUNNING'S SUPPLY INC	12/04/23		70463	P	01/09/24	101830 5200	GENERAL SUPPLIES	8.37
INVOICE: 6059689	12/11/23		70462	P	01/09/24	651890 5200	GENERAL SUPPLIES	47.45
INVOICE: 6065190	12/12/23		70462	P	01/09/24	651890 5200	GENERAL SUPPLIES	19.88
INVOICE: 6066190	12/05/23		70462	P	01/09/24	101830 5200	GENERAL SUPPLIES	27.53

PAID INVOICES REPORT

CHECK RUN:01/09-AV

TO FISCAL 2023/01 01/01/2023 TO 01/09/2024

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 6060368	12/14/23		70462	P	01/09/24	101830 5220	SMALL TOOLS	259.99
INVOICE: 6067339	12/29/23		70462	P	01/09/24	101820 5200	GENERAL SUPPLIES	134.92
INVOICE: 6071653	12/29/23		70462	P	01/09/24	101820 5220	SMALL TOOLS	107.19
INVOICE: 6073998	12/29/23		70462	P	01/09/24	101820 5200	GENERAL SUPPLIES	149.98
INVOICE: 6075561	12/29/23		70462	P	01/09/24	101807 5200	GENERAL SUPPLIES	6.69
INVOICE: 6078937								
VENDOR TOTALS			.00	YTD INVOICED		2,004.78	YTD PAID	762.00
100685 SERVICE CENTER/CITY OF WILLMAR								
INVOICE: 12/29/23			70464	P	01/09/24	101820 5300	MTCE. OF EQUIPMENT	22.17
INVOICE: STMT10-23	12/29/23		70464	P	01/09/24	101830 5300	MTCE. OF EQUIPMENT	332.26
INVOICE: STMT10-23	12/29/23		70464	P	01/09/24	101821 5300	MTCE. OF EQUIPMENT	833.11
INVOICE: STMT/11-2023	12/29/23		70464	P	01/09/24	101830 5300	MTCE. OF EQUIPMENT	12,134.28
INVOICE: STMT/11-2023	12/29/23		70464	P	01/09/24	101830 5300	MTCE. OF EQUIPMENT	1,016.19
INVOICE: STMT/11-2023	12/29/23		70464	P	01/09/24	651891 5300	MTCE. OF EQUIPMENT	449.00
INVOICE: STMT/11-2023								
VENDOR TOTALS			.00	YTD INVOICED		58,000.16	YTD PAID	14,787.01
100690 SHERWIN WILLIAMS CO								
INVOICE: 12/14/23			70465	P	01/09/24	101847 5310	MTCE. OF STRUCTURES	182.24
INVOICE: 8141-7	12/29/23		70465	P	01/09/24	101847 5200	GENERAL SUPPLIES	143.47
INVOICE: 8506-1	12/29/23		70465	P	01/09/24	101830 5200	GENERAL SUPPLIES	364.31
INVOICE: 8238-1								
VENDOR TOTALS			.00	YTD INVOICED		1,592.63	YTD PAID	690.02
100275 SHI CORP								
INVOICE: 12/20/23			70466	P	01/09/24	101809 5450	LICENSES AND TAXES	184.54
INVOICE: B17761323	12/20/23		70466	P	01/09/24	101 1370	PREPAID EXPENSES	2,029.96
INVOICE: B17761323								
VENDOR TOTALS			.00	YTD INVOICED		27,598.50	YTD PAID	2,214.50
103571 SHULDES/LYNN								
INVOICE: 12/12/23			70467	P	01/09/24	101807 5400	SUBSCRIPTIONS AND MEMBERS	20.00
INVOICE: 122823								

PAID INVOICES REPORT

CHECK RUN:01/09-AV

TO FISCAL 2023/01 01/01/2023 TO 01/09/2024

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		.00 YTD INVOICED				20.00 YTD PAID		20.00
103699 SILVA/AMBER	12/28/23		70468	P	01/09/24	101810 5460	PROFESSIONAL SERVICES	851.14
INVOICE: STMT/12-23								
VENDOR TOTALS		.00 YTD INVOICED				1,450.68 YTD PAID		851.14
100699 SOUTH 71 VETERINARY CLINIC	12/15/23		70469	P	01/09/24	101820 5460	PROFESSIONAL SERVICES	201.06
INVOICE: 2330542								
VENDOR TOTALS		.00 YTD INVOICED				400.58 YTD PAID		201.06
103992 Southwest Promotional Solutions, LLC	12/21/23		70470	P	01/09/24	101820 5390	AWARDS AND INDEMNITIES	1,552.00
INVOICE: 005121								
VENDOR TOTALS		.00 YTD INVOICED				1,552.00 YTD PAID		1,552.00
104011 Stoeberl/Madison	12/29/23		70471	P	01/09/24	101847 5460	PROFESSIONAL SERVICES	546.00
INVOICE: 103								
VENDOR TOTALS		.00 YTD INVOICED				546.00 YTD PAID		546.00
103471 STULEN/DEBORAH	12/28/23		70472	P	01/09/24	101804 5490	OTHER CHARGES/SERVICES	34.76
INVOICE: 122823			70472	P	01/09/24	101804 5490	OTHER CHARGES/SERVICES	34.98
INVOICE: 122823			70472	P	01/09/24	101804 5490	OTHER CHARGES/SERVICES	263.90
INVOICE: 122823			70472	P	01/09/24	101804 5490	OTHER CHARGES/SERVICES	56.33
INVOICE: 01/02/24								
INVOICE: 010224								
VENDOR TOTALS		.00 YTD INVOICED				389.97 YTD PAID		389.97
100161 SYSCO WESTERN MINNESOTA	12/20/23		70473	P	01/09/24	101845 5200	GENERAL SUPPLIES	1,026.09
INVOICE: 253533914			70473	P	01/09/24	101845 5200	GENERAL SUPPLIES	135.25
INVOICE: 253534394								
VENDOR TOTALS		.00 YTD INVOICED				1,903.46 YTD PAID		1,161.34
103816 TAATJES FINANCIAL GROUP	12/19/23		70474	P	01/09/24	101844 5460	PROFESSIONAL SERVICES	2,020.00
INVOICE: 152								

PAID INVOICES REPORT

CHECK RUN:01/09-AV

TO FISCAL 2023/01 01/01/2023 TO 01/09/2024

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS			.00 YTD INVOICED			2,020.00 YTD PAID		2,020.00
100949 THOMPSON/JUDY								
	01/02/24		70475	P	01/09/24	101804 5370	CONFERNCE SCHOOL TRAVEL	187.73
INVOICE: 010224								
	01/02/24		70475	P	01/09/24	101804 5370	CONFERNCE SCHOOL TRAVEL	13.14
INVOICE: 01052024								
VENDOR TOTALS			.00 YTD INVOICED			200.87 YTD PAID		200.87
103732 TRIMARK MARLINN LLC								
	12/28/23		70476	P	01/09/24	101847 5360	CLEANING AND WASTE REMOVA	450.00
INVOICE: 3110179								
VENDOR TOTALS			.00 YTD INVOICED			450.00 YTD PAID		450.00
103795 TYLER TECHNOLOGIES, INC								
	12/21/23		70477	P	01/09/24	219809 5460	PROFESSIONAL SERVICES	-4,900.00
INVOICE: 045-442234								
	12/21/23		70477	P	01/09/24	219809 5400	SUBSCRIPTIONS AND MEMBERS	4,200.00
INVOICE: 045-449930								
	12/21/23		70477	P	01/09/24	219809 5460	PROFESSIONAL SERVICES	1,200.00
INVOICE: 045-450920								
	12/21/23		70477	P	01/09/24	219809 5460	PROFESSIONAL SERVICES	1,883.00
INVOICE: 045-443046								
	12/21/23		70477	P	01/09/24	219809 5460	PROFESSIONAL SERVICES	6,558.77
INVOICE: 045-444482								
	12/21/23		70477	P	01/09/24	219809 5460	PROFESSIONAL SERVICES	8,300.00
INVOICE: 045-443799								
	12/21/23		70477	P	01/09/24	219809 5460	PROFESSIONAL SERVICES	8,800.00
INVOICE: 045-440644								
	12/21/23		70477	P	01/09/24	219809 5460	PROFESSIONAL SERVICES	5,986.32
INVOICE: 045-445512								
VENDOR TOTALS			.00 YTD INVOICED			202,426.55 YTD PAID		32,028.09
103143 US BANK EQUIPMENT FINANCE								
	12/13/23		70478	P	01/09/24	101820 5420	RENTS	157.00
INVOICE: 517273272								
	12/27/23		70478	P	01/09/24	101803 5210	OFFICE SUPPLIES	751.80
INVOICE: 518390430								
	12/27/23		70478	P	01/09/24	101803 5210	OFFICE SUPPLIES	751.80
INVOICE: 518390430								
	12/27/23		70478	P	01/09/24	101803 5210	OFFICE SUPPLIES	75.18
INVOICE: 518390430								
VENDOR TOTALS			.00 YTD INVOICED			1,735.78 YTD PAID		1,735.78
100777 VIKING COCA-COLA BOTTLING CO								
	12/20/23		70479	P	01/09/24	101845 5200	GENERAL SUPPLIES	628.00

PAID INVOICES REPORT

CHECK RUN:01/09-AV

TO FISCAL 2023/01 01/01/2023 TO 01/09/2024

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 3295317								
VENDOR TOTALS			.00 YTD INVOICED			4,707.30 YTD PAID		628.00
100783 VISU-SEWER INC	12/20/23		70480	P	01/09/24	651891 5310	MTCE. OF STRUCTURES	1,892.50
INVOICE: 35060								
VENDOR TOTALS			.00 YTD INVOICED			1,892.50 YTD PAID		1,892.50
100796 WEST CENTRAL COMMUNICATION	12/18/23		70481	P	01/09/24	101820 5300	MTCE. OF EQUIPMENT	206.39
INVOICE: 097466S								
VENDOR TOTALS			.00 YTD INVOICED			617.89 YTD PAID		206.39
100803 WEST CENTRAL PRINTING	12/21/23		70482	P	01/09/24	205807 5460	PROFESSIONAL SERVICES	2,326.91
INVOICE: 24175								
VENDOR TOTALS			.00 YTD INVOICED			2,326.91 YTD PAID		2,326.91
102689 WILLMAR AUTO VALUE	12/29/23		70483	P	01/09/24	101 1350	INVENTORIES-MDSE FOR RESA	81.68
INVOICE: 22507707	12/29/23		70483	P	01/09/24	101830 5200	GENERAL SUPPLIES	15.99
INVOICE: 22507707	12/29/23		70483	P	01/09/24	101 1350	INVENTORIES-MDSE FOR RESA	192.28
INVOICE: 22507707	12/29/23		70483	P	01/09/24	101845 5200	GENERAL SUPPLIES	12.98
INVOICE: 22508114	12/29/23		70483	P	01/09/24	101 1350	INVENTORIES-MDSE FOR RESA	380.56
INVOICE: 22506268	11/28/23		70484	P	01/09/24	101830 5200	GENERAL SUPPLIES	167.88
INVOICE: 22505219	11/27/23		70484	P	01/09/24	101 1350	INVENTORIES-MDSE FOR RESA	21.98
INVOICE: 22505025	11/27/23		70484	P	01/09/24	101830 5200	GENERAL SUPPLIES	15.98
INVOICE: 22505025	11/28/23		70484	P	01/09/24	101 1350	INVENTORIES-MDSE FOR RESA	430.10
INVOICE: 22505218	11/28/23		70484	P	01/09/24	101830 5200	GENERAL SUPPLIES	16.48
INVOICE: 22505218	12/01/23		70484	P	01/09/24	101 1350	INVENTORIES-MDSE FOR RESA	93.98
INVOICE: 22505670	11/27/23		70484	P	01/09/24	101 1350	INVENTORIES-MDSE FOR RESA	107.88
INVOICE: 22505031	11/27/23		70484	P	01/09/24	651891 5200	GENERAL SUPPLIES	15.98
INVOICE: 22505015	12/08/23		70484	P	01/09/24	101821 5200	GENERAL SUPPLIES	23.98
INVOICE: 22505216								

PAID INVOICES REPORT

CHECK RUN:01/09-AV

TO FISCAL 2023/01 01/01/2023 TO 01/09/2024

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	12/08/23		70484	P	01/09/24	101821 5200	GENERAL SUPPLIES	11.99
INVOICE: 22505209	12/04/23		70483	P	01/09/24	101 1350	INVENTORIES-MDSE FOR RESA	51.98
INVOICE: 22506150	12/08/23		70483	P	01/09/24	101830 5200	GENERAL SUPPLIES	191.97
INVOICE: 22506517								
VENDOR TOTALS		.00	YTD INVOICED			3,142.82	YTD PAID	1,833.67
103440 WILLMAR BASKETBALL BOOSTER ASN	12/29/23		70485	P	01/09/24	101844 5460	PROFESSIONAL SERVICES	2,330.00
INVOICE: 010824								
VENDOR TOTALS		.00	YTD INVOICED			2,330.00	YTD PAID	2,330.00
100812 WILLMAR CHAMBER OF COMMERCE	12/29/23		70486	P	01/09/24	208850 5210	OFFICE SUPPLIES	10.72
INVOICE: 56626	12/29/23		70486	P	01/09/24	208 1370	PREPAID EXPENSES	689.06
INVOICE: 56626	12/29/23		70486	P	01/09/24	208 1370	PREPAID EXPENSES	1,740.13
INVOICE: 56626	12/29/23		70486	P	01/09/24	208850 5000	SALARIES-REG. EMPLOYEES	9,222.66
INVOICE: 56626	12/29/23		70486	P	01/09/24	208850 5030	ER PENSION CONTRIBUTION	544.10
INVOICE: 56626	12/29/23		70486	P	01/09/24	208850 5030	ER PENSION CONTRIBUTION	127.25
INVOICE: 56626	12/29/23		70486	P	01/09/24	208850 5030	ER PENSION CONTRIBUTION	263.28
INVOICE: 56626	12/29/23		70486	P	01/09/24	208850 5490	OTHER CHARGES/SERVICES	97.41
INVOICE: 56626	12/29/23		70486	P	01/09/24	208850 5030	ER PENSION CONTRIBUTION	72.00
INVOICE: 56626	12/29/23		70486	P	01/09/24	208850 5030	ER PENSION CONTRIBUTION	63.09
INVOICE: 56626	12/29/23		70486	P	01/09/24	208850 5360	CLEANING AND WASTE REMOVA	6.35
INVOICE: 56626-1	12/29/23		70486	P	01/09/24	208850 5270	POSTAGE	33.33
INVOICE: 56626-1	12/29/23		70486	P	01/09/24	208850 5290	COMMUNICATIONS	26.66
INVOICE: 56626-1	12/29/23		70486	P	01/09/24	208850 5290	COMMUNICATIONS	26.66
INVOICE: 56626-1	12/29/23		70486	P	01/09/24	208851 5471	CONFERENCE CONVENTIONS	2.99
INVOICE: 56630	12/29/23		70486	P	01/09/24	208850 5380	MEALS GENERAL TRAVEL	33.35
INVOICE: 56630	12/29/23		70486	P	01/09/24	208850 5400	SUBSCRIPTIONS AND MEMBERS	20.00
INVOICE: 56630	12/29/23		70486	P	01/09/24	208850 5290	COMMUNICATIONS	7.54

City of Willmar

PAID INVOICES REPORT

CHECK RUN:01/09-AV

TO FISCAL 2023/01 01/01/2023 TO 01/09/2024

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 56630	12/29/23		70486	P	01/09/24	208851 5471	CONFERENCE CONVENTIONS	387.00
INVOICE: 56630	12/29/23		70486	P	01/09/24	208851 5472	LEISURE TRAVEL	447.98
INVOICE: 56630	12/29/23		70486	P	01/09/24	208851 5472	LEISURE TRAVEL	331.41
INVOICE: 56630	12/29/23		70486	P	01/09/24	208851 5471	CONFERENCE CONVENTIONS	275.00
INVOICE: 56630	12/29/23		70486	P	01/09/24	208851 5472	LEISURE TRAVEL	1,700.00
INVOICE: 56630	12/29/23		70486	P	01/09/24	208850 5380	MEALS GENERAL TRAVEL	10.96
INVOICE: 56630	12/29/23		70486	P	01/09/24	208851 5472	LEISURE TRAVEL	119.40
INVOICE: 56630	12/29/23		70486	P	01/09/24	208850 5370	CONFERENCE SCHOOL TRAVEL	14.17
INVOICE: 56630	12/29/23		70486	P	01/09/24	208850 5370	CONFERENCE SCHOOL TRAVEL	150.43
INVOICE: 56630	12/29/23		70486	P	01/09/24	208850 5290	COMMUNICATIONS	14.00
INVOICE: 56630	12/29/23		70486	P	01/09/24	208850 5370	CONFERENCE SCHOOL TRAVEL	4.62
INVOICE: 56630	12/29/23		70486	P	01/09/24	208850 5380	MEALS GENERAL TRAVEL	46.53
INVOICE: 56630	12/29/23		70486	P	01/09/24	208851 5471	CONFERENCE CONVENTIONS	.05
INVOICE: 56630								
VENDOR TOTALS		.00	YTD INVOICED			34,824.66	YTD PAID	16,488.13
103442 WILLMAR GYMNASTICS BOOSTERS	12/28/23		70487	P	01/09/24	101844 5460	PROFESSIONAL SERVICES	3,495.75
INVOICE: 232								
VENDOR TOTALS		.00	YTD INVOICED			3,495.75	YTD PAID	3,495.75
100393 WILLMAR NOON KIWANIS	12/21/23		70488	P	01/09/24	101801 5400	SUBSCRIPTIONS AND MEMBERS	72.00
INVOICE: 103023								
VENDOR TOTALS		.00	YTD INVOICED			72.00	YTD PAID	72.00
103809 WIN-911 SOFTWARE	11/30/23		70489	P	01/09/24	651890 5490	OTHER CHARGES/SERVICES	5,040.00
INVOICE: 23111781807								
VENDOR TOTALS		.00	YTD INVOICED			5,040.00	YTD PAID	5,040.00
							REPORT TOTALS	494,157.99

City of Willmar

PAID INVOICES REPORT

CHECK RUN:01/09-AV

TO FISCAL 2023/01 01/01/2023 TO 01/09/2024

VENDOR NAME	INV DATE	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
TOTAL PRINTED CHECKS						COUNT	AMOUNT
						123	494,157.99

** END OF REPORT - Generated by Abby valladarez **



City of Willmar

City Council Action Request

Council Meeting Date:	January 16, 2024	Agenda Item Number:	6.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Director Reports		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Finance Report
2. Fire Department Service Calls
3. Fire Department Graph
4. Human Resources Update
5. Planning & Development Directors Report
6. PUBLIC WORKS DIRECTOR REORT Jan 2024

Finance Department Departmental Update

December 2023 / January 2024

Enterprise ERP Upgrade (Financial Software)

Staff is continuing to refine the processes in which we will use as we have transitioned to the new ERP. There are also little bugs that have been found and we have figured out ways to address them with different processes, or changes to our business settings. Behind the scenes, we are still getting history from our legacy system imported. We still are working to get our 2024 budget imported.

Going forward, we will continue to implement more features such as contract management, inventory management, and project administration.

Year End

As 2023 ends, we are going to be wrapping up the expenses and revenues for 2023. We will begin to reconcile the year and begin the audit process in the coming months.

Payroll balanced out 2023 for W2 processing. W2's will be available for staff by the end of January 2024. Payroll has also been busy processing the new wages for cost-of-living adjustments along with the base pay scales approved by Council at the end of December.

Accounts Payable is working on getting the final payments made to vendors for 2023. After all payments are made and finalized, 1099s will be sent to vendors as well.

Respectfully submitted,

Tom Odens

WILLMAR FIRE DEPARTMENT

MONTHLY CALLS FOR SERVICE

December 2023

Type of Call	December 2022	December 2023
Alarm Activations	13	9
Sprinkler Activations	2	0
Car Fires	1	0
Cooking Fires	4	2
Water Leaks	2	0
Technical Rescues	1	0
Carbon Monoxide Incidents	2	1
Natural Gas Leak	0	1
Car Crashes	5	10
Smoke Scares	3	3
Mutual Aid	1	0
Medical Assist	2	0
Elevator Rescues	0	1

Current Month CFS: 27 First Responder Calls: 16

2023 Fire Calls for Service: 359

2023 First Responder Calls: 105 (Since start date of May 8, 2023)

2022 Calls for Service: 385

Training:

December 7 -- Business Meeting

December 14 – SCBA Training

December 21 – Department Holiday Meal

December 28 – TRT Training

Firefighter Of The Year: Brent Brezinski

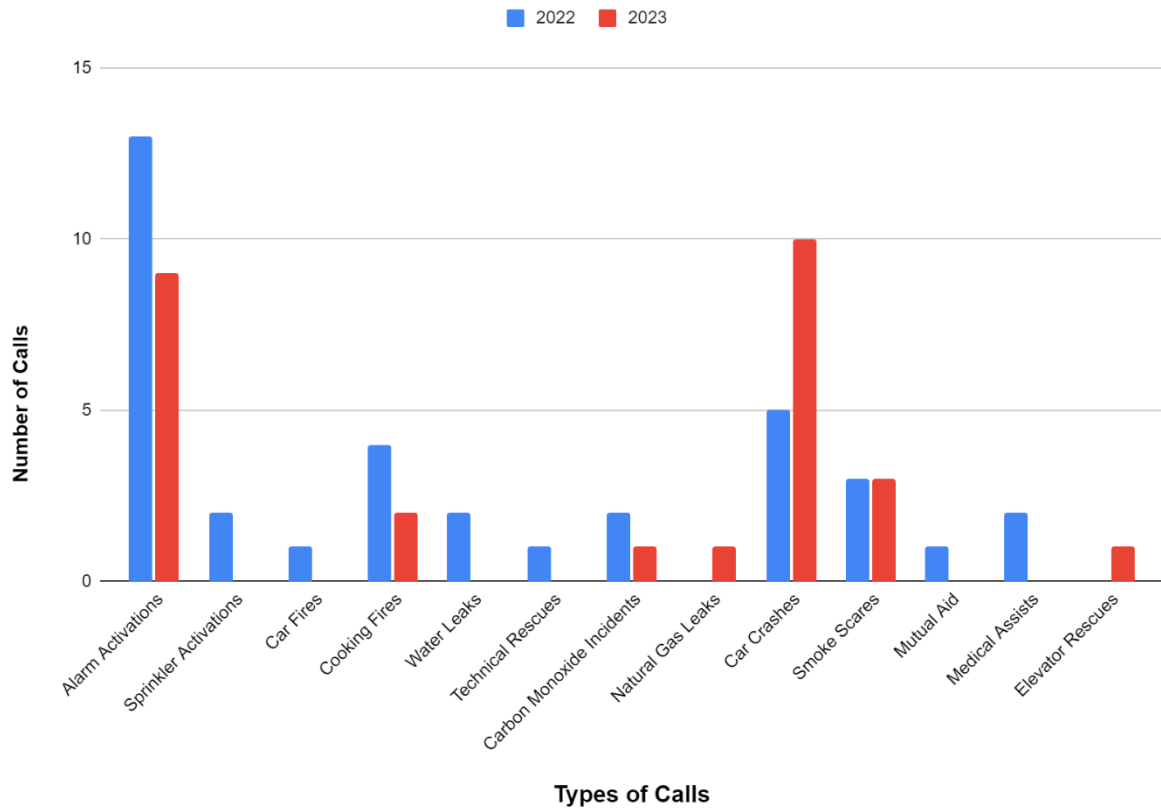
Rookie Of The Year: Luis Fuentes

Leadership Award: Mark Thompson

December Response Time: 6:03

YTD Response Time: 6:15

December: Calls for Service 2022 & 2023



Human Resources Update - 1/10/2024

- Staffing Update: We have been recruiting for a couple of positions in December 2023 and January 2024:
 - Police Officers - Chief Felt is working with the Police Commission on filling these. Recruiting has been difficult. We did receive a promising application in December.
 - Administrative Assistant – Planning & Development; due to Lynn Shuldes moving to the Administrative Assistant – PD position.
 - We have accepted retirement notices from Judy Thompson, City Clerk effective 1/5/2024; Sue Edwards, Administrative Assistant – WPD effective 1/5/2024.
 - We received resignation notices from Samuel Schaefbauer, Police Sergeant effective 1/15/2024; and Allison Andrist, Accounting Clerk (Payroll) effective 2/1/2024.
- Year-end processing & reporting for OSHA and the Bureau of Labor Statistics requires Human Resources to review all employee incidents for 2023 and report on those that required medical treatment, days away from work, and days of restricted work. This report is required to be posted in all City facilities from February 1 through April 30 each year.
- The annual Affordable Care Act reporting is also being worked on, which needs to be reviewed and transmittals printed to send out to all employees on City of Willmar health insurance.
- Classification/Compensation Study - Administration and Human Resources have been working on providing information on the City-wide base pay schedule to each collective bargaining unit and unrepresented employees. With Council approval of the new base pay schedule on 12/27/2023, we have implemented the Employee Base Pay Schedule effective that date for the Supervisor's Unit and the Unrepresented employees.

We continue to work with AFSCME General, AFSCME Public Works and the Law Enforcement Labor Services (LELS) units on the base pay schedule implementation and necessary MOA's for Union approval & City Council approval.

Planning & Development Director's Report

January 2024

Staff

The Department of Planning and Development is currently hiring an Administrative Assistant. Interested candidates can apply through the City of Willmar's career portal:

<https://secure2.entertimeonline.com/ta/KPAY1004846.careers?CareersSearch>

Board + Commission

The City of Willmar is accepting applications for the Board of Zoning Appeals (BZA). The BZA has the authority to grant adjustments to, and exceptions to, any of the provisions of the "Willmar Zoning Ordinance". Adjustments are made when enforcement of the ordinance would present unnecessary hardships or permit the extension of a district where the boundary line is divided a lot into one ownership at the time of the ordinance's passage.

Candidates should meet one or more of the following criteria:

- a knowledge of or interest in zoning ordinances, requirements, or implementation.
- a desire to work with property and business owners to meet their needs while also ensuring safety and conformity for the public.
- a general desire for civic service.
- an interest in why a city is zoned/formed.

Board & Commission members are volunteers appointed by the City Council following an application process. Members typically serve three-year terms and hold no other office or position in the city government. Applications will be reviewed continuously and remain open until the BZA vacancies are filled. To apply for this board, fill out the application [online](#) or in person at the City of Willmar Office located in the lobby at 333 6th St SW, Willmar, MN 56201

Permitting

December 2023

- 65 permits were issued
- Total Valuation: \$3,147,792.00
- Total Permit Fee: \$19,426.13

2023

- Permit Issued: 1,241
- Total 2023 Valuations: \$60,361,676.00
- Total 2023 Permit Fee: \$625,686.59

PUBLIC WORKS DIRECTOR REORT – JANUARY 2024

Street Projects

Planning for the 2024 construction season is underway. This includes completing the projects from last year (Gorton Ave, Irene, Augusta, Mary Ave), turf restoration on 6th St SW, and work to be done on the new projects scheduled to happen.

Lift Station upgrades on Eagle Lake are also out for bid and due to be submitted in the month of January. This will include decommissioning and construction of 2 stations, and the modification of a 3rd station.

Wastewater

- Daily duties for plant operations.
- Daily sampling and testing for BOD's, TSS, Ammonia, Phosphorus, and pH as required by our NPDES permit.
- Water pollution study starts soon.
- Submitted the monthly EDMR to the MPCA.
- JOTS billing and Hauled-in waste billings.
- Calibrated and verified the RAS and WAS meters.
- Monthly generator runs at multiple lift stations and the plant.
- Cleaned several lift stations (FOG).
- Sara reviewed Kandiyohi landfill quarterly monitoring report.
- In the process of renewing Lyon County landfill's special discharge permit.
- Reviewing a request for a potential industrial wastewater discharge.
- Social media posts in stormwater and wastewater.
- Provided information on chloride and residential water softeners to WC Tribune for an upcoming article.

Public Works Department

- Trimming Trees- SW area (Ortenblad), Main West started by 1st St working west.
- Tree Removal- Various areas throughout town
- Finished hauling leaves to the brush site.
- Continue to burn as needed at the brush site.
- Started to prune trees that were planted within the last 5 years.
- Cold Mix at various locations throughout town
- Finished installing all the no parking and 2hr. Parking signs downtown.
- Removed and disposed of the old building at the trap range.
- Finished up sewer flushing maintenance for the season.
- Cleaned ditches to allow for storm water drainage. -Found and removed another beaver dam in the culver that goes under Gorton Ave (Chargo Gravel Road)
- Continue to repair and paint picnic tables.
- Started to work on brackets that will be installed at Orange field for a new standing bar rail.
- Started to water for ice making on the outdoor rinks.

Staff from Wastewater, Public Works, Bolton & Menk, along with Administration, are also meeting to discuss our Municipal Separate Storm Sewer System (MS4) and make sure that our records are up to date and permit requirements are being met.

City Hall/Auditorium

General maintenance and cleaning are being performed daily. Office reconfiguration, plumbing repairs and floor scrubber maintenance have also been done over the last few weeks.

Thank you for the opportunity to be part of a great team here at the City of Willmar.

Respectfully

Justin DeLeeuw – Public Works Director



City of Willmar

City Council Action Request

Council Meeting Date:	January 16, 2024	Agenda Item Number:	6.
Agenda Section:	Consent Items	Originating Department:	Planning and Development
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	December Building Report		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

None

Issued Dates: 12/1/2023 to 12/31/2023
 Report Name: Monthly External Permits Report
 Permit Type(s): Building, Mechanical, Plumbing

City of Willmar Monthly External Permits Report

Printed: 1/8/2024
 Page: 1

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI033107	12/6/2023	Center Care Inc 619 Trott Ave SW	95-501-0020 Lot 2, Block 1 Mathew Timothy House	Reroofing Residential Add/Alter	Residential Reroof	\$14,241.00	\$7.12
WI033540	12/6/2023	City Of Willmar 301 Becker Ave SW	95-003-5970 Willmar, Town Of (Original)	Fire Sprinkler/Fire Alarm Commercial Add/Alter	Linneair Accelerator Addition	\$14,965.00	\$378.32
WI033590	12/18/2023	Petrick/Kathryn D 813 Lakeland Dr NE	95-911-0680	Reroofing Residential Add/Alter	Residential Reroof	\$13,991.00	\$37.00
WI033604	12/18/2023	Timberlane Management, LLC 804 Johanna Ave SE	95-914-2240	Reroofing Residential Add/Alter	Residential Reroof	\$16,463.00	\$38.23
WI033606	12/6/2023	Halverson/Carolyn 2808 12th Ave NW	95-135-0210 Lot 1, Block 2 College View	Single Family Replace	Gas Furnace Replacement	\$4,934.00	\$31.00
WI033607	12/6/2023	Swanson/Jerry & Kristina 3301 4th Ave NW	95-833-1150 Lot 5, Block 7 Valley Brook Estates	Single Family Replace	Gas Furnace Replacement	\$5,263.00	\$31.00
WI033608	12/6/2023	Gums/Tina 411 4th St SE	95-740-0210 Block 2 Spicer's Addition	Single Family Replace	Gas Furnace Replacement	\$5,154.00	\$31.00
WI033617	12/1/2023	ILLSA Investment, LLC 805 Irene Ave SE	95-660-0410 Lot 21, Block 2 Perkins 1st Addition	Reroofing Residential Add/Alter	Residential Reroof	\$4,000.00	\$32.00
WI033619	12/1/2023	Carris Health, LLC 502 2nd St SW	95-006-1150 Block 65 First Addition To The Town Of Willmar	Commercial/Ind Alt/Remodel	Lakeland CLinic 2nd Floor Renovation	\$80,000.00	\$40.00
WI033620	12/18/2023	Tebben/Margaret E 1005 14th St SW	95-650-0170 Lot 17, Block 1 Pederson Subd.	Reroofing Residential Add/Alter	Residential Reroof	\$8,412.00	\$34.21
WI033621	12/12/2023	Affiliated Comm Med Ctrs 101 Willmar Ave SW	95-750-0050 Sub-Div. N1/2 Of Ne1/4	Alteration Commercial Add/Alter	Interior Remodel from glycol leak 1st 2nd 3rd and 4th floors	\$2,000,000.00	\$10,602.81

City of Willmar

Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI033622	12/18/2023	Stadem/Daniel 604 9th St SW	95-006-2610 Lot 2, Block 75 First Addition To The Town Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$9,409.00	\$34.70
WI033623	12/1/2023	Simons/Sherri L 601 2nd St SW	95-006-1580 Block 67 First Addition To The Town Of Willmar	Single Family Replace	Water Heater Replacement	\$3,900.00	\$1.00
WI033624	12/6/2023	Affiliated Comm Med Ctrs 101 Willmar Ave SW	95-750-0050 Sub-Div. N1/2 Of Ne1/4	Commercial/Ind Alt/Remodel	Interior remodel from glycol leak	\$150,000.00	\$1,575.00
WI033625	12/1/2023	Iverson/Stephen L 1409 10th St SW	95-800-0080 Block 1 Terwisscha's Addition	Reroofing Residential Add/Alter	Residential Reroof	\$13,000.00	\$36.50
WI033627	12/6/2023	Community Land Trust LLC 1706 22nd Ave SW	95-868-0720 Lot 3, Block 1 Westwind Estates	Single Family Replace	Gas Furnace Replacement	\$4,200.00	\$31.00
WI033628	12/6/2023	Duvall/Julie K 1524 8th St SW	95-922-6340	Alteration Residential Add/Alter	Interior bathroom remodel	\$8,500.00	\$154.00
WI033629	12/6/2023	Eliason/Cecelia 910 Meadow Lane SW	95-590-0430 Block 3 Nyquist's North Orchard Addition	Alteration Residential Add/Alter	Foundation wall anchors	\$5,153.00	\$114.83
WI033630	12/1/2023	Community Land Trust LLC 1708 23rd Ave SW	95-868-0800 Lot 7, Block 2 Westwind Estates	Single Family Replace	Gas Furnace Replacement	\$4,400.00	\$31.00
WI033631	12/18/2023	Hanson/Roy D 812 Augusta Ave SE	95-660-0220 Lot 2, Block 2 Perkins 1st Addition	Reroofing Residential Add/Alter	Residential Reroof	\$5,014.00	\$32.51
WI033632	12/6/2023	Habitat For Humanity -Wc Mn 201 Havana St NE	95-730-0480 Block 4 Sperry's Addition	Alteration Move/Raze	House move in on new foundation with addition and garage addition	\$129,034.00	\$1,775.98
WI033633	12/6/2023	Lara/Daniel Jr & Debra R 808 25th Ave SW	95-867-0110 Lot 11, Block 1 West Portland Acres	Drainage system Residential Add/Alter	Interior drain tile system and sump	\$12,975.00	\$206.24

City of Willmar

Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI033634	12/18/2023	Garcia/Maria E/& Ana P Garcia 2205 21st Ave SW	95-715-0140 Lot 4, Block 2 Southgate Addition	Reroofing Residential Add/Alter	Residential Reroof	\$8,291.00	\$34.15
WI033635	12/1/2023	Arcadium LLC 2424 1st St S	95-922-7840	Alteration Commercial Add/Alter	Tenant Remodel	\$120,000.00	\$1,688.96
WI033636	12/1/2023	Arcadium LLC 2424 1st St S	95-922-7840	Commercial/Ind Tenant Finish	Tenant Remodel	\$0.00	\$91.00
WI033637	12/7/2023	Holland/Jennifer 1018 13th St SW	95-650-0050 Lot 5, Block 1 Pederson Subd.	Reroofing Residential Add/Alter	New siding and roofing,	\$22,000.00	\$91.00
WI033638	12/7/2023	Holland/Jennifer 1018 13th St SW	95-650-0050 Lot 5, Block 1 Pederson Subd.	Install Egress Window Residential Add/Alter	Egress Window	\$3,000.00	\$76.25
WI033639	12/7/2023	Alvarez/Dulce 213 Minnesota Ave SW	95-006-1620 Block 68 First Addition To The Town Of Willmar	Reroofing Residential Add/Alter	New siding and roofing	\$16,000.00	\$8.00
WI033640	12/7/2023	Alvarez/Dulce 213 Minnesota Ave SW	95-006-1620 Block 68 First Addition To The Town Of Willmar	Install Egress Window Residential Add/Alter	Egress Window-3	\$9,000.00	\$4.50
WI033641	12/7/2023	Tello/Alejandro & Esther 721 14th St SW	95-006-7850 Block 116 First Addition To The Town Of Willmar	Siding Residential Add/Alter	Residential Reside	\$21,000.00	\$60.50
WI033642	12/7/2023	Tello/Alejandro & Esther 721 14th St SW	95-006-7850 Block 116 First Addition To The Town Of Willmar	Install Egress Window Residential Add/Alter	Egress Window	\$3,000.00	\$76.25
WI033643	12/6/2023	Ramos/Werner J I Lapoyeu 836 Olaf Ave NW	95-820-0510 Block 3 Thorpe & Lien's Addition	Alteration Residential Add/Alter	Enlarging two door openings	\$7,500.00	\$141.00
WI033647	12/5/2023	Nelson/Seth and Sarah 108 32nd Ave NE	95-148-1520 Lot 2, Block 5 Eagles Landing	Alteration Residential Add/Alter	Installing opening in bearing wall	\$800.00	\$30.25

Issued Dates: 12/1/2023 to 12/31/2023
 Report Name: Monthly External Permits Report
 Permit Type(s): Building, Mechanical, Plumbing

City of Willmar

Monthly External Permits Report

Printed: 1/8/2024
 Page: 4

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI033648	12/6/2023	A & B Properties, LLC 416 Benson Ave SE	95-630-0690 Lot 9, Block 4 Paulson & Sunde's Subd Of Lot D Eastern Ad	Reroofing Residential Add/Alter	Residential Reroof	\$17,195.00	\$8.60
WI033649	12/7/2023	Riley Bros Properties LLC 608 Litchfield Ave SW	95-003-3600 Block 32 Willmar, Town Of (Original)	Commercial/Ind Replace	Replace current mini split systems	\$24,900.00	\$12.45
WI033651	12/6/2023	Reishus/Michael & Kathleen 1212 Monongalia Ave SW	95-006-7390 Block 112 First Addition To The Town Of Willmar	Single Family Replace	Gas Furnace Replacement	\$4,795.00	\$31.00
WI033652	12/12/2023	Schmiesing/Milan C & Karen J 112 32nd Ave NE	95-148-1510 Lot 1, Block 5 Eagles Landing	Single Family Replace	Gas Furnace Replacement	\$4,480.00	\$31.00
WI033653	12/6/2023	Hoppe/Kaleigh 308 11th St NW	95-003-0470 Block 4 Willmar, Town Of (Original)	Single Family Replace	A/C Replacement	\$4,535.00	\$26.00
WI033654	12/12/2023	Guetter/Ronald J & Mary K 204 18th Ave NE	95-467-1030 Lot 4, Block 1	Single Family Replace	Gas Furnace Replacement	\$4,876.00	\$31.00
WI033655	12/7/2023	Fredrickson/Kevin D & Shawn R 805 Irene Ave SE	95-660-0410 Lot 21, Block 2 Perkins 1st Addition	Alteration Residential Add/Alter	Installation of wall anchor system	\$4,800.00	\$102.15
WI033656	12/11/2023	Ouren/Scott A & Bridgett R 707 18th St SW	95-760-0080 Lot 8 Summit Addition	Siding Residential Add/Alter	Residential Reside	\$2,975.00	\$51.49
WI033657	12/15/2023	New Minnesotan Realty, LLC 313 Litchfield Ave SW	95-003-5160 Block 44 Willmar, Town Of (Original)	Alteration Commercial Add/Alter	ADA bathroom group	\$120,000.00	\$60.00
WI033658	12/15/2023	New Minnesotan Realty, LLC 313 Litchfield Ave SW	95-003-5160 Block 44 Willmar, Town Of (Original)	Commercial/Ind Alt/Remodel	ADA Bathroom Group	\$0.00	\$1.00

Issued Dates: **12/1/2023 to 12/31/2023**
 Report Name: **Monthly External Permits Report**
 Permit Type(s): **Building, Mechanical, Plumbing**

City of Willmar

Monthly External Permits Report

Printed: 1/8/2024
 Page: 5

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI033659	12/12/2023	Mares/Armando & Branda C 1212 15th St SW	95-860-0030 Lot 3, Block 1 West Park 1st Addition	Reroofing Residential Add/Alter	Residential Reroof	\$5,000.00	\$32.50
WI033660	12/12/2023	Severtson/David M & Amanda L 3404 Eagle Ridge Dr E	95-148-0490 Lot 7, Block 3 Eagles Landing	Single Family Replace	Gas Furnace & A/C Replacement	\$14,000.00	\$56.00
WI033661	12/19/2023	Ryan/Donna 601 3rd St SW	95-006-1730 Block 68 First Addition To The Town Of Willmar	Single Family Replace	Water Heater Replacement	\$3,800.00	\$1.00
WI033663	12/18/2023	Holmgren/Dennis & Lois 3305 4th Ave NW	95-833-1140 Lot 4, Block 7 Valley Brook Estates	Reroofing Residential Add/Alter	Residential Reroof	\$8,876.00	\$34.44
WI033664	12/18/2023	Denore/Roland & Cleofe M 904 14th Ave SE	95-671-0310 Lot 1, Block 3 Pleasant View Second Addition	Reroofing Residential Add/Alter	Residential Reroof	\$8,442.00	\$34.22
WI033665	12/18/2023	Presbyterian Family Foundatn 1020 14th St SW	95-650-0250 Block 2 Pederson Subd.	Reroofing Residential Add/Alter	Residential Reroof	\$11,290.00	\$35.65
WI033666	12/18/2023	Presbyterian Family Foundatn 1500 10th St SE	95-671-0340 Lot 4, Block 3 Pleasant View Second Addition	Reroofing Residential Add/Alter	Residential Reroof	\$9,615.00	\$34.81
WI033667	12/18/2023	Presbyterian Family Foundatn 1013 11th Ave SE	95-665-0570 Lot 17, Block 3 Perkins 5th Addition	Reroofing Residential Add/Alter	Residential Reroof	\$9,107.00	\$34.55
WI033668	12/18/2023	Presbyterian Family Foundatn 832 Pleasant View Dr SE	95-671-0890 Pleasant View Second Addition	Reroofing Residential Add/Alter	Residential Reroof	\$10,996.00	\$35.50
WI033669	12/18/2023	Presbyterian Family Foundatn 905 Olena Ave SE	95-665-0330 Lot 23, Block 2 Perkins 5th Addition	Reroofing Residential Add/Alter	Residential Reroof	\$9,701.00	\$34.85
WI033670	12/18/2023	Presbyterian Family Foundatn 1248 13th St SW	95-690-0120 Lot 12, Block 1 Ramblewood Addition	Reroofing Residential Add/Alter	Residential Reroof	\$11,701.00	\$35.85

Issued Dates: 12/1/2023 to 12/31/2023
 Report Name: Monthly External Permits Report
 Permit Type(s): Building, Mechanical, Plumbing

City of Willmar

Monthly External Permits Report

Printed: 1/8/2024
 Page: 6

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI033671	12/18/2023	Presbyterian Family Foundatn 816 Pleasant View Dr SE	95-671-0930 Lot 13, Block 5 Pleasant View Second Addition	Reroofing Residential Add/Alter	Residential Reroof	\$8,189.00	\$34.09
WI033672	12/18/2023	A & A Management 424 Ann St SE	95-220-1970 Block 13 Ferring's Addition	Reroofing Residential Add/Alter	Residential Reroof	\$10,330.00	\$35.17
WI033673	12/22/2023	Owen Family Trust/Charles & N 2201 20th St SW	95-885-0710 Lot 1, Block 5 Yorktown Estates	Single Family Replace	Gas Furnace & A/C Replacement	\$9,919.00	\$56.00
WI033674	12/22/2023	Htoo/Pre 305 Vos Park Drive NW	95-835-0060 Lot 6, Block 1 Vos Park	Single Family Replace	Gas Furnace Replacement	\$4,983.00	\$31.00
WI033675	12/19/2023	Earnest Home Rentals, LLC 424 Litchfield Ave SE	95-240-0030 Gilbertson's Subdivision	Reroofing Residential Add/Alter	Residential Reroof	\$6,000.00	\$3.00
WI033676	12/20/2023	M, C, & K Properties, LLC 1611 Trott Ave SW	95-916-2990	Alteration Commercial Add/Alter	Divide interior space with fire partition	\$64,000.00	\$694.25
WI033677	12/29/2023	Watson/Craig A & Cathy 1409 Kandiyohi Ave SW	95-570-0920 Block 5 Nursery Addition	Single Family Replace	Gas Furnace Replacement	\$5,400.00	\$31.00
WI033678	12/29/2023	Guevara/Maria Cristela 521 8th St SW	95-006-0470 Lot 8, Block 60 First Addition To The Town Of Willmar	Single Family Replace	Gas Furnace Replacement	\$5,029.00	\$31.00
WI033679	12/29/2023	Helgeson Properties LLC 705 24th Ave SW	95-682-0230 Block 3 Portland Acres 2nd Addition	Single Family Replace	Gas Furnace Replacement	\$4,584.00	\$31.00
WI033680	12/21/2023	Trochlil/Charles M & Helen A 609 19th St SE	95-095-0260 Lot 6, Block 1 Boulder Ridge	Single Family Replace	Gas Furnace Replacement	\$4,675.00	\$31.00
WI033682	12/28/2023	Willmar Professional Center 1101 1st St S	95-914-1590	Drainage system Commercial Add/Alter	interior drainage system	\$10,000.00	\$167.25

Issued Dates: 12/1/2023 to 12/31/2023
Report Name: Monthly External Permits Report
Permit Type(s): Building, Mechanical, Plumbing

City of Willmar
Monthly External Permits Report

Printed: 1/8/2024
Page: 7

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
Count: 65				Totals:	\$3,147,792.00	\$19,426.13
Year-to-Date Summary (1/1/2023 through 12/31/2023)						
Count: 1,241				YTD Totals:	\$60,361,676.00	\$625,686.59



City of Willmar

City Council Action Request

Council Meeting Date:	January 16, 2024	Agenda Item Number:	6.
Agenda Section:	Consent Items	Originating Department:	Administration
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	WMU Financial Reports for November 2023		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. November 2023 FS

**WILLMAR MUNICIPAL UTILITIES
ELECTRIC DIVISION
NOVEMBER 2023**

	Month Amount	Month Budget*	YTD Amount	YTD Budget*	Prior YTD Amount
Operating Revenues					
Residential	\$539,198	\$672,613	\$7,441,031	\$7,398,744	\$7,378,813
Commercial/Industrial	\$1,362,607	\$1,630,015	\$17,773,989	\$17,930,160	\$17,568,889
Energy Acquisition/Fuel Adj	\$0	\$0	\$0	\$0	\$0
City Franchise Fee	\$204,361	\$219,983	\$2,669,916	\$2,419,808	\$2,121,636
Transmission	\$225,259	\$237,377	\$2,672,180	\$2,611,145	\$2,724,163
Miscellaneous	\$75,143	\$72,424	\$769,329	\$796,662	\$691,037
Total Operating Revenues	\$2,406,568	\$2,832,411	\$31,326,446	\$31,156,518	\$30,484,538
Operating Expenses					
Production	\$10,305	\$27,872	\$241,353	\$306,596	\$190,933
Purchased Power	\$1,068,503	\$1,340,640	\$14,745,184	\$14,747,039	\$13,379,361
Transmission	\$336,175	\$352,718	\$4,250,632	\$3,879,898	\$3,794,365
Distribution	\$153,594	\$146,476	\$1,220,692	\$1,611,241	\$1,324,408
Customer Service	\$15,057	\$24,916	\$165,228	\$274,081	\$142,090
Energy Services	-\$1,083	\$11,355	\$91,971	\$124,908	\$80,040
General & Administrative	\$155,741	\$215,566	\$2,185,278	\$2,371,224	\$1,998,367
Depreciation	\$176,048	\$168,051	\$1,911,279	\$1,848,556	\$1,805,286
Total Operating Expenses	\$1,914,339	\$2,287,595	\$24,811,616	\$25,163,541	\$22,714,850
Operating Income					
Other Income	\$103,153	\$39,154	\$1,179,891	\$430,695	\$621,364
Other Expense	-\$137	-\$542	-\$830	-\$5,958	-\$2,663
Net Earnings	\$103,016	\$38,612	\$1,179,061	\$424,737	\$618,701
Cash Payment to City	\$179,383	\$178,070	\$1,973,217	\$1,958,772	\$1,973,217
Retained Earnings	\$415,862	\$405,358	\$5,720,674	\$4,458,942	\$6,415,173

* The Monthly & YTD Budget Amounts are Annual Budget divided by 12.
Seasonal energy rates will cause actual to be different than budget during the early part of the year, but will catch up over the higher summer months.

Notes: Total Operating Revenues are about \$170,000 over our budget forecast for the year. Expenses are about \$352,000 under our budget forecast and Retained Earnings are about \$1,261,000 over our budget forecast.

**WILLMAR MUNICIPAL UTILITIES
WATER DIVISION
NOVEMBER 2023**

	Month Amount	Month Budget*	YTD Amount	YTD Budget*	Prior YTD Amount
<i>Operating Revenues</i>					
Residential	\$167,070	\$207,342	\$2,268,256	\$2,280,759	\$1,926,818
Commercial/Industrial	\$171,189	\$213,869	\$2,547,309	\$2,352,564	\$1,933,514
Miscellaneous	\$4,231	\$4,683	\$117,753	\$51,517	\$106,249
Total Operating Revenues	\$342,490	\$425,895	\$4,933,318	\$4,684,840	\$3,966,580
<i>Operating Expenses</i>					
Production & Distribution	\$84,335	\$115,991	\$1,053,715	\$1,275,899	\$1,170,623
Customer Service	\$7,323	\$8,298	\$96,333	\$91,273	\$88,754
General & Administrative	\$59,287	\$69,752	\$662,541	\$767,273	\$614,245
Depreciation	\$29,642	\$40,296	\$327,536	\$443,254	\$276,077
Total Operating Expenses	\$180,587	\$234,336	\$2,140,124	\$2,577,699	\$2,149,699
<i>Operating Income</i>					
Other Income	\$10,526	\$3,527	\$122,456	\$38,792	\$53,715
Other Expense	\$0	-\$58,792	\$0	-\$646,708	\$0
Net Earnings	\$10,526	-\$55,265	\$122,456	-\$607,916	\$53,715
<i>Retained Earnings</i>					
	\$172,429	\$136,293	\$2,915,650	\$1,499,225	\$1,870,597

* The Monthly & YTD Budget Amounts are Annual Budget divided by 12.
Seasonal energy rates will cause actual to be different than budget during the early part of the year, but will catch up over the higher summer months.

Notes: Total Operating Revenues are about \$248,000 over our budget forecast for the year. Expenses are about \$437,000 under our budget forecast and Retained Earnings are about \$1,416,000 over our budget.

WILLMAR MUNICIPAL UTILITIES
ALL DIVISIONS
NOVEMBER 2023

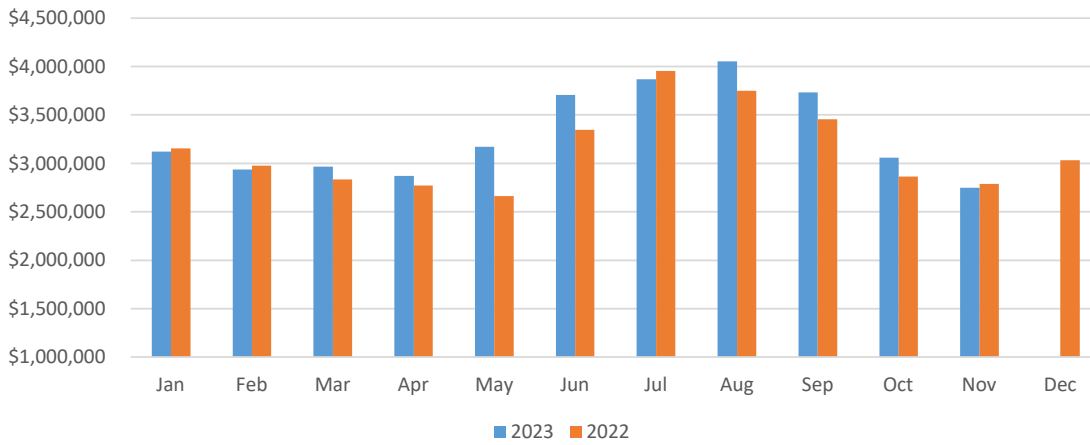
	Month Amount	Month Budget*	YTD Amount	YTD Budget*	Prior YTD Amount
<i>Operating Revenues</i>					
Residential	\$706,268	\$879,955	\$9,709,287	\$9,679,503	\$9,305,631
Commercial/Industrial	\$1,533,796	\$1,843,884	\$20,321,298	\$20,282,723	\$19,502,403
Energy Acquisition/Fuel Adj	\$0	\$0	\$0	\$0	\$0
City Franchise Fee	\$204,361	\$219,983	\$2,669,916	\$2,419,808	\$2,121,636
Transmission	\$225,259	\$237,377	\$2,672,180	\$2,611,145	\$2,724,163
Miscellaneous	\$79,375	\$77,107	\$887,082	\$848,179	\$797,285
Total Operating Revenues	\$2,749,058	\$3,258,305	\$36,259,765	\$35,841,358	\$34,451,118
<i>Operating Expenses</i>					
Production	\$10,305	\$27,872	\$241,353	\$306,596	\$190,933
Purchased Power	\$1,068,503	\$1,340,640	\$14,745,184	\$14,747,039	\$13,379,361
Transmission	\$336,175	\$352,718	\$4,250,632	\$3,879,898	\$3,794,365
Distribution	\$153,594	\$146,476	\$1,220,692	\$1,611,241	\$1,324,408
Water Production & Distribution	\$84,335	\$115,991	\$1,053,715	\$1,275,899	\$1,170,623
Customer Service	\$22,381	\$33,214	\$261,561	\$365,353	\$230,844
Energy Services	-\$1,083	\$11,355	\$91,971	\$124,908	\$80,040
General & Administrative	\$215,027	\$285,318	\$2,847,819	\$3,138,497	\$2,612,612
Depreciation	\$205,690	\$208,346	\$2,238,815	\$2,291,810	\$2,081,364
Total Operating Expenses	\$2,094,926	\$2,521,931	\$26,951,741	\$27,741,240	\$24,864,549
<i>Operating Income</i>					
Other Income	\$113,679	\$42,681	\$1,302,347	\$469,487	\$675,079
Other Expense	-\$137	-\$59,333	-\$830	-\$652,667	-\$2,663
Net Earnings	\$113,542	-\$16,653	\$1,301,517	-\$183,179	\$672,417
Cash Payment to City	\$179,383	\$178,070	\$1,973,217	\$1,958,772	\$1,973,217
<i>Retained Earnings</i>	\$588,291	\$541,652	\$8,636,325	\$5,958,167	\$8,285,769

* The Monthly & YTD Budget Amounts are Annual Budget divided by 12.
Seasonal energy rates will cause actual to be different than budget during the early part of the year, but will catch up over the higher summer months.

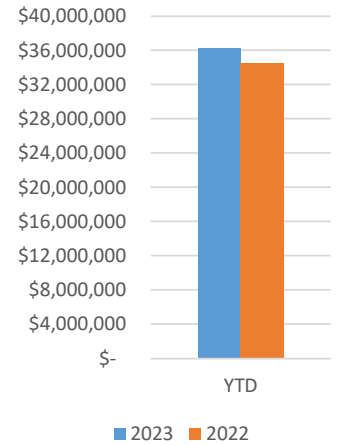
Notes: Overall, Retained Earnings are about \$2.6 million over our budget forecast for the year.

**WILLMAR MUNICIPAL UTILITIES
ALL DIVISIONS
NOVEMBER 2023**

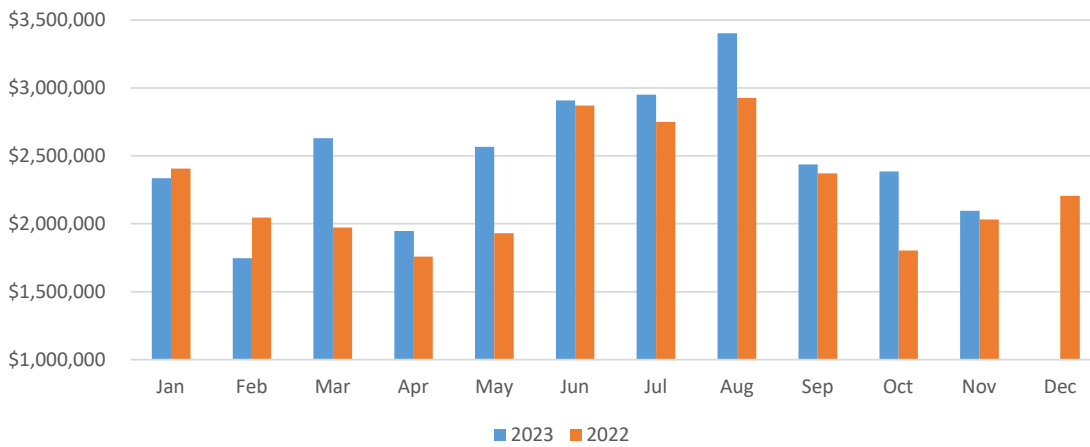
Revenues



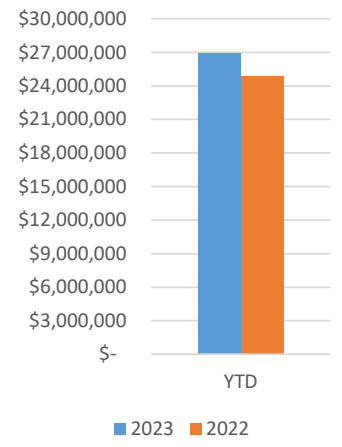
Revenues



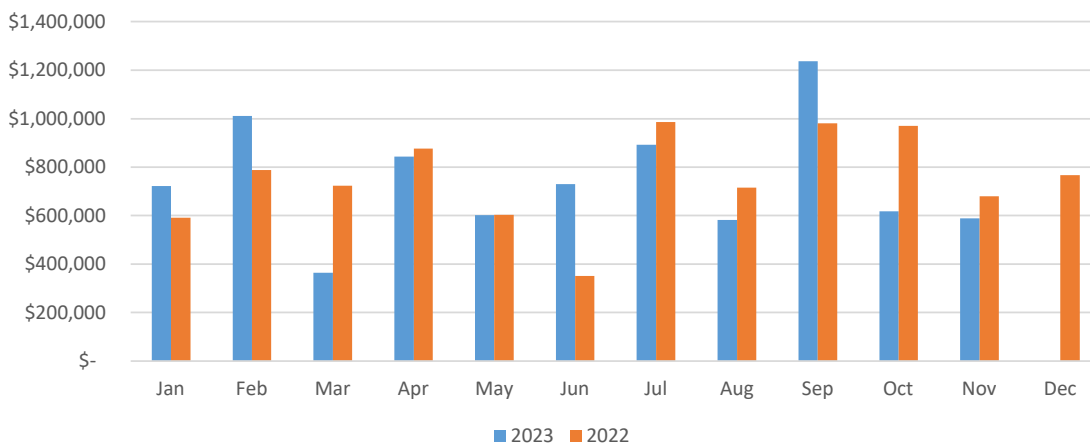
Expenses



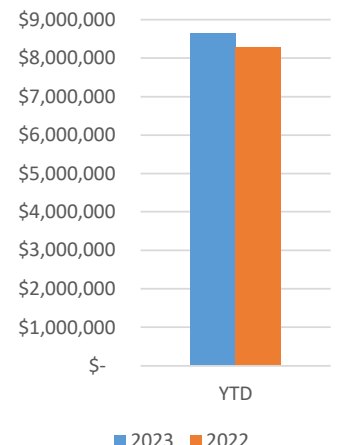
Expenses



Retained Earnings



Retained Earnings





City Council Action Request

Council Meeting Date:	January 16, 2024	Agenda Item Number:	10.A.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Abby Ahrendt, Administrative Assistant
Ordinance:	No	Presented By:	Kyle Box, City Operations Director
Item:	Resolution to Acknowledge Donations for the 4th Quarter of 2023		

RECOMMENDED ACTION:

Council motion to adopt a resolution approving and acknowledging donations for the fourth quarter of 2023.

OVERVIEW:

The City regularly receives donations, and pursuant to former adopted Council action, allows staff to promptly send a thank you letter and formally approve the donations quarterly. Attached is the resolution acknowledging the fourth quarter donations for 2023.

BUDGETARY/FISCAL ISSUES:

Donation Total - \$7,988.00

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Fourth Quarter Donations

RESOLUTION NO.
ACKNOWLEDGEMENT OF DONATIONS

Motion By: _____

Second By: _____

WHEREAS, the City of Willmar has received donations which have been acknowledged by the City Administrator expressing the community's appreciation for the period of October 1, 2023 through December 31, 2023.

Amount	From	For/Purpose
\$288.00	Sharon Lodge	Fire Explorers
\$200.00	Mick Quinn Insurance Agency, Inc	Father Daughter Dance 2024
\$250.00	Frances Hendershott	Police Explorers
\$250.00	Frances Hendershott	Willmar Area CERT Program
\$1000.00	Kandiyohi Power Charitable Trust	Willmar Area Community Emergency Response Team
\$6,000.00	BNSF	Willmar CERT Program

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota that the city formally accept the donations as listed below:

Dated This 16th day of January 2024

MAYOR

Attest:

CITY ADMINISTRATOR



City of Willmar

City Council Action Request

Council Meeting Date:	January 16, 2024	Agenda Item Number:	10.B.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	No	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Mayor Reese
Item:	City Hall Discussion		

RECOMMENDED ACTION:

Council provide staff with further recommendations

OVERVIEW:

Continue new City Hall discussion.

BUDGETARY/FISCAL ISSUES:**ALTERNATIVES TO CONSIDER:****ATTACHMENTS:**

None